# Conferences & Events Event Inquiry Form FY17

Please complete this form if you would like to use space in Smith Memorial Student Union (SMSU), Hoffman Hall, or other space scheduled by Conferences & Events. Submission of this form does not guarantee space is available or reserved for your group. Conferences & Events will process your request upon receipt and contact you within 3 business days to inform you if space is not available or with confirmation of your reservation. If you have any questions, or would like assistance completing this form, please contact the Conferences & Events Office at: 503-725-2663, or via email: conferences@pdx.edu.

## Group Affiliation

Are you part of: [Required]
Valid input:
- Select only one choice.

[ ] PSU Recognized Department (as defined by Conferences & Events Venue Policies & Procedures)
[ ] PSU SALP or Campus Rec Recognized Student Organization
[ ] External Client

Name of Portland State University Department, Student Organization, or External Client (no acronyms please):

## Contact Information

Full name of the person making this request (First and last): [Required]

Email address: [Required]

Telephone number (or PSU Extension): [Required]

PSU Mail Code (if applicable):

Billing Reference (Index Code, Foundation Account, etc.). If external or affiliate client, please enter "Bill": [Required]

Your PSU ID Number (if applicable):

Mailing Address (External Clients Only):

## Event Information

Name of Event: [Required]

Expected Attendance: [Required]
Please enter numeric value
Valid input:
- Numeric - ex: 1111
- must be between 1 and 5 characters.

What type of event is this: [Required]
Note: Concerts/Dances are defined as any event without fixed seating where the primary purpose of the event is to dance or socialize to amplified music. (Note: this type of event requires an additional request form, special approval process, and is only available to PSU departments and student organizations.)
Valid input:
- Select only one choice.

[ ] Meeting
[ ] Presentation
[ ] Conference
[ ] Concert and/or Dance
[ ] Performance
[ ] Other

If you selected "other" please describe:

Desired Furniture Configuration: [Required]
Valid input:
- Select only one choice.

[ ] Auditorium (i.e. Rows of chairs)
[ ] Classroom (i.e. Rows of tables with chairs behind each)
[ ] Round Tables
[ ] Conference Table
[ ] U-Shape
[ ] Other

If you selected "other" please describe:

Will this event be:
Valid input:
- Select only one choice.

[ ] This is a one-time event?
[ ] This is a multiple-day event?
[ ] This is an annual event? Note: Annual events are defined as events that have taken place annually over the course of three or more years. These events are scheduled in accordance with the Conferences & Events Annual Event Priority Procedure. Conferences & Events will begin taking requests for annual events slated to take place between July 2015 and June 2016 on March 16, 2015.
[ ] This is a weekly or bi-weekly-scheduled meeting? Note: Series reservations are subject to the Conferences & Events priority reservation policy for student organizations and departments. Student organization requests for this event type are accepted four weeks prior to each academic term; department requests for this event type are accepted three weeks prior to each academic term.

## Additional Event Details

Event Start Date: [Required]

Event End Date*:
*If a series reservation

What time would you like access to your assigned room for pre-event setup?: [Required]
Building Hours: Monday - Saturday 7:00 am - 10:00 pm; Sunday 9:00 am - 6:00 pm.

At what time will the event officially commence?: [Required]

At what time will your assigned space be completely vacated?: [Required]

Is this event in any way associated with, sponsored, initiated, or funded (partially or fully) by, an organization outside Portland State's organizational chart? [Required]
i.e. professional associations, non-profits, corporations, businesses, etc.
Valid input:
- Select only one choice.

[ ] Yes, this event is associated with a non-PSU organization
[ ] No, this event is not associated with a non-PSU organization

If yes, please provide the non-PSU organizations name, involvement in planning for the event, name of the organization responsible for payment of event expenses, and any other information regarding each organization's responsibilities for the event.

Will food be served at this event? [Required]
Valid input:
- Select only one choice.

[ ] Yes, food will be served at this event
[ ] No, food will not be served at this event

Will this event have an admission or registration fee and/or be accepting donations? [Required]
Any event that is selling tickets is required to use the PSU Box Office for their ticket sales. This rule does not apply to conference registration fees.
Valid input:
- Select only one choice.

[ ] Yes, this event will charge admission or a registration fee
[ ] No, this event will not charge admission or a registration fee

Will this event require audio-visual services? [Required]
Valid input:
- Select only one choice.

[ ] Yes, this event will require audio-visual services
[ ] No, this event will not require audio-visual services

Is attending this event required for a credit class? [Required]
Valid input:
- Select only one choice.

[ ] Yes, this event is required for a credit class
[ ] No, this event is not required for a credit class

Will alcohol be served at this event? [Required]
To request alcohol at your event, you MUST complete the following form no fewer than 15 business days prior to your event: https://orgsync.com/63311/forms/68674
Valid input:
- Select only one choice.

[ ] Yes, alcohol will be served at this event
[ ] No, alcohol will not be served at this event

Will any elected officials and/or foreign dignitaries be in attendance and/or speaking at this event? [Required]
Note: Events at which elected officials/dignitaries will be present may require a mandatory security meeting prior to the event.
Valid input:
- Select only one choice.

[ ] Yes, elected officials and/or foreign dignitaries will be in attendance and/or speaking at this event
[ ] No, elected officials and/or foreign dignitaries will not be in attendance and/or speaking at this event

Please provide any additional information relevant to this event in the space provided below.

## Terms and Conditions

In order to submit your request, you must certify that you have read and understand each of the following conditions: [Required]

[ ] I understand that my copy of this completed form does not represent a confirmed reservation, and that I will be contacted to finalize the details of the scheduled event and confirm the reservation.
[ ] I am an authorized representative of the organization requesting this event. If I am found not to be an authorized representative of the requesting organization, I assume personal responsibility for all charges and fees associated with the event.
[ ] I understand that if any of the supplied information changes, I will notify the Conferences & Events office within one business day of the change (student organizations must also notify their advisor).
[ ] I understand that misrepresentation of the nature of the activity, or failure to fully disclose pertinent details regarding the event, may result in additional charges or denial of facility use.
[ ] I understand that cancellation of events must be submitted in writing at least ten business days prior to the event for regular meeting rooms and thirty days prior for events in the SMSU Ballroom, 327/8/9, or Hoffman Hall; or within 72 hours of receiving the event confirmation.
[ ] I understand that as an authorized representative of the organization listed in Step 1, I will be responsible for submitting any necessary forms, payments, or information required to the Conferences & Events office by the dates specified on my confirmation. I understand that failure to do so may result in cancellation of or additional charges for my reservation.