

# Reed College

## Conference & Events Planning Department

3203 SE Woodstock Blvd. Portland, OR 97202 Phone: (503) 777-7522 Fax: (503) 788-6688 [CEP@reed.edu](mailto:CEP@reed.edu)  
[campusevents.reed.edu](http://campusevents.reed.edu)

### Policies and Guidelines

#### I. FACILITIES

**Not Included:** RENTER agrees to furnish everything necessary to the event not hereinafter agreed to be furnished by the COLLEGE. The COLLEGE does not provide athletic and basketball equipment for sports-oriented conferences. Rental of any or all of the facility does not include access to any office or storage room.

**Setups & Confirmation:** The use of any and all of COLLEGE'S equipment contained within the site, including but not limited to, furniture and a/v equipment, requires prior approval by COLLEGE. RENTER shall confirm room set ups, equipment, complete audio-visual requests, labor and personnel, lighting and sound, technical and dress rehearsal dates and requirements, food service and alcohol arrangements and all other requirements for the event at least 30 days prior to event. Your Reed College Conference & Events Planning Coordinator (CEPC) will provide you with a final price estimate, along with equipment rental and floor plans for your approval. **No move-in may begin** without authorization of such estimates, floor plans and setups. The COLLEGE reserves the right to refuse certain special requests placed fewer than 14 days prior to event. All equipment and labor is subject to availability. **Any changes made by the RENTER less than two weeks from event start are subject to a \$35 per person per hour staffing charge.**

RENTER agrees to provide to the COLLEGE a final registration list upon check-in (first day of conference), including overnight guests, day guests, and instructors.

**Event Coordinator:** The renter agrees to direct all requests for custodial, facility, and equipment needs to Reed's conference and events planning office. The various departments at the college are not to be engaged by the renter (excluding emergency calls to the community safety office). Event Coordinator agrees to meet with Reed College for a pre-conference meeting prior to the event. During this meeting, the coordinator will receive final information and be able to ask questions of service providers. Prior to conference attendee check in, the event coordinator, all event volunteers, and all camp counselors are required to attend a mandatory meeting on COLLEGE'S policies, procedures, and emergency plan.

**Additional Services:** RENTER agrees to pay for any additional services and equipment, including (but not limited to) stage lighting, labor, etc. The COLLEGE may require security or technical personnel, e.g. stage manager, A/V technician, house manager, etc., based on the requirements of the RENTER, as deemed necessary by the COLLEGE.

**Cyber Café:** As part of your conference contract with the COLLEGE, the COLLEGE will include wireless Internet access and a Cyber Café for a flat rate of \$125 per day. This fee will be added to your final bill, counting from the day of registration through the final conference day. The Cyber Cafe includes 4 computers with the Microsoft Office suite and Internet access, a printer, and Internet land line access for those attendees who bring their own lap top computers.

**Sports Center:** As part of your conference contract with the COLLEGE, the COLLEGE will include access to the sports center for a flat rate of \$1 per registered attendee or faculty member. This fee will be added to your final bill. The sports center includes basketball courts, squash, racquetball and handball courts, dance studio, weight room, lap pool, and tennis courts.

#### II. LODGING

\*The college reserves the right to change building assignments for lodging and meeting space or recreational facilities.

**Included in Rate:** Services of a dorm conference host.

**Not included in Rate:** Linens, desk lamps, phones or fans. See rate sheet addendum. Participants are responsible for making their own beds; beds are not made.

**Additional Services:** RENTER agrees to pay for any additional services and equipment, including (but not limited to) linens, fans, lamps, etc. Please see Additional Services/Rates Sheet for description of additional fees.

The RENTER may not exceed the guaranteed minimum (above) plus ten without authorization from Reed.

The RENTER agrees to provide the college with guaranteed numbers for lodging (no less than the minimum guarantee in II.A) no later than thirty (30) days prior to the earliest date appearing in II. LODGING, SECTION A. hereof.

The RENTER agrees to submit a tentative registration list (alphabetized and by room assignment) to the COLLEGE no later than 2 weeks prior to conference.

The RENTER agrees to submit a final dorm and registration list (alphabetized and by room assignment) to the college no later than four (4) hours after arrival, and at the end of each day if changes have been made.

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The dorm conference host is there only to answer attendees' questions, direct to services, and to provide linens and rented dorm equipment, as needed.

### Check-in:

To provide enough time to adequately clean rooms and assess any damages from the previous group, renter may not enter its assigned dormitory until 4 p.m. on its arrival date. **Attendees may check in at the conference's registration site, during the conference's normal registration/office hours. Any after-hours check-in is the responsibility and at the discretion of the RENTER.**

### Check-Out:

To provide enough time to adequately clean rooms and assess any damages of each group, renter must have completely vacated its assigned dormitory by 11 a.m. on the last day of the conference. **Late departures may result in a \$200 late departure fee, or one-half of the entire group's daily lodging rate, whichever is greater.**

### III. FACILITY ATTRITION

If RENTER reduces the number of assigned rooms listed in Section I. Facilities by more than 15 percent, RENTER will be responsible for 50 percent of the lost revenue.

### IV. LODGING ATTRITION

If RENTER is unable to fulfill the minimum number of lodging staff and conferees found in Section II, Lodging, the following charges will apply. Lodging rooms are assumed off of an 85 percent pick up. For each room not picked up falling below the 85 percent minimum, the contracted room rate will be charged.

### V. MEALS & CATERING

Food service and catering are provided by Bon Appétit. RENTER should understand that no food or alcohol will be consumed within the facility that is not provided by Bon Appetit. Regular meals are served in the Gray Campus Center dining room. Special requests such as coffee breaks, banquets, dietary considerations, and catered meals must be made through Bon Appétit's catering department prior to arrival, and will be billed as extras. Alcohol may be served; arrangements must be made through Bon Appetit and must follow OLCC guidelines.

RENTER is obligated to pay for all scheduled meals that are set according to your daily registration count. Individual conferees that choose not to eat a particular meal with the group will not be reimbursed. Catered meals for all attendees may be substituted for the meal plan.

**RENTER'S scheduled meal times are listed above. If you prefer a meal schedule change, please communicate your desired meal times to Bon Appetit as early as possible for best possible results. Your cooperation in encouraging punctuality for meals will be appreciated.**

### VI. CONTRACT, DEPOSITS & FINAL BALANCE

**Booking Fee:** The RENTER shall pay a non-refundable booking deposit of **\$1,000** to the college to confirm the initial reservation. Deposit will be credited towards the balance of the conference facility fees. Deposit must be returned along with the signed contract fifteen (15) days from the date of mailing this agreement to the renter. Failure to return contract and initial deposit will result in contract being subject to change and/or forfeiture of renter's space.

#### **Deposits:**

**Facility Deposit:** Sixty days prior to event start date, RENTER shall pay a sum of 50 percent of the estimated rental fees and residence hall fees to the COLLEGE. This deposit will be credited towards the balance of the conference rental fees.

**Linen Deposit:** If RENTER is using the residence halls, RENTER shall pay a \$500 linen deposit fee 60 days prior to event start date. If all linen are returned to the college post-event, the deposit will be applied to the RENTER'S final balance. If all the linens are not returned, the client will forfeit the deposit according to the linen attrition cost. (see rate sheet)

**Key Deposit:** If RENTER is using the residence halls, RENTER shall pay a \$500 room key deposit fee 60 days prior to event start date. If all room keys are returned to the college post-event, the deposit will be applied to the RENTER'S final balance. If all the room keys are not returned, the client will forfeit the deposit according to the key attrition cost. (see rate sheet)

**Final Balance:** Final balance and additional costs specific to the event (e.g. additional equipment rental, a/v equipment, lost items, overtime personnel costs, and other items mutually agreed upon by RENTER and the COLLEGE to be

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provided for the event) are payable, by one company check, upon receipt of invoice. Any balances remaining after 60 days from the rental agreement balance due date shall be subject to a late charge of 1.5 percent, compounded monthly.

**Collection Costs:** The renter shall reimburse the college for all collection costs, including professional fees and other expenses incurred in enforcing collection of any and all amounts owing hereunder, whether or not legal action is instituted. In the event a suit or action is instituted to enforce compliance with this agreement, including but not limited to the collection of any sums due and owing, the college shall be entitled to such sum as the trial court, and on appeal, any appellate court, may adjudge reasonable as attorney fees to be allowed in said suit or action.

RENTER agrees that if there is any default in any payment of rent at the times above specified, or if there is any default in the performance of any other term or condition of this agreement, this agreement and the relationship of the parties at the option of the COLLEGE will be terminated.

Deposits and balance may be paid by check (made out to Reed College) or credit card (Mastercard or Visa). Credit card payments are subject to a 6 percent processing fee.

### VII. RENTAL GUIDELINES

**Extended Rental:** The times listed for rental in I. Facilities may not be extended without the express written permission of COLLEGE. In the event such permission is granted, charges for all additional time shall be paid by RENTER in accordance with COLLEGE's schedule of fees.

**Non-Assignable:** The COLLEGE grants to RENTER a non-assignable right for the RENTER to use and occupy that portion of Reed College on the dates and times indicated. It is understood that the above times include the hours necessary for the purpose of installing equipment, preparing the premises and equipment for use, the conference/meeting/event, and packing and removal of equipment.

**Non-Exclusive:** The RENTER acknowledges that it will not have exclusive use of the college's facilities. The renter agrees to conduct its activities so as not to interfere with activities carried on by the college or by any other party renting facilities from the college.

**Relinquishment of Control:** The terms and conditions of this agreement do not require COLLEGE to relinquish control of its facilities, equipment and/or services to RENTER.

**Compliance:** RENTER shall comply with all laws of the United States and the State of Oregon, all city ordinances, college regulations, and lawful orders of the city authorities and shall conduct its activities with full regard to public safety and shall observe and abide by all applicable regulations and requests by duly authorized governmental agencies responsible for public safety to assure such safety.

**Permits:** RENTER shall obtain and pay for all required permits and licenses, and shall not do anything on said premises during the terms of this Agreement in violation of any such laws, ordinances, rules or orders.

**Disruption of Operations:** In addition to the right to terminate this agreement upon RENTER'S default, the COLLEGE may terminate this agreement immediately in case the facility or any part thereof shall be destroyed or damaged by fire, earthquake, acts of God, war, or any other similar cause, or due to the requisitioning of the facilities by the United States government or any arm or instrumentality thereof, or by reason of labor dispute. In such event, RENTER shall pay for use of the facilities only up to the time of termination. The COLLEGE retains the right to cause the interruption and/or termination of any performance or event when, in the sole judgement of COLLEGE, such act is necessary in the interest of public safety. RENTER hereby waives any claim for damages or compensation should this agreement or any event presented by RENTER be terminated.

**Fundraising:** Reed College does not allow groups or external organizations to hold fundraisers at Reed. This includes raffles, silent auctions, auctions, fundraising dinners, and other fund raising events. However, when in context of another event such as a performance or lecture, external organizations may hold fundraisers in the form of silent auctions, raffles, donations and promotional item sales. Fundraising may not be the primary mission of the event. All such requests must be in writing to the Conference and Events Planning department and must be approved by Reed College.

**Security:** RENTER is responsible for notifying COLLEGE of any security concerns associated with speaker, performer, or event. RENTER is responsible for any additional costs associated with securing the event, as determined by the COLLEGE.

**Planning and On-Site Management:** RENTER is solely responsible for conference planning and on-site implementation.

**Attendee Management:** RENTER is solely responsible for managing its attendees. RENTER and attendees are solely responsible for their actions.

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### VIII. FACILITY GUIDELINES

**Cleaning:** The COLLEGE will keep rest rooms and lounges clean and equipped with necessary items. The college will not be responsible for cleaning individual rooms. If excessive cleaning is required in the rest rooms, lounges, individual rooms, or other meeting rooms and outside areas due to the renter's use, the renter will be charged accordingly.

RENTER shall keep said premises clean and generally cared for during the term of the contract, except for normal cleaning services as provided for by regular custodial force employed by the COLLEGE. If the COLLEGE determines that the RENTER'S use of the premises has required additional cleaning, RENTER shall be billed for cleaning charges.

**Physical Modification:** Any physical modification of facilities or grounds requested by RENTER requires approval at the sole discretion of the COLLEGE, and RENTER shall be responsible for any related fees incurred.

**Hanging Signs, Attaching to Walls:** Tape, nails, screws, glue and other hanging and attachment devices are prohibited on facility walls. Questions about appropriate room use should be referred to COLLEGE staff. The only tape adhesive permitted is blue painters' tape. The COLLEGE reserves the right to take down any signs hung with prohibited attachment devices. Any damage resulting from the use of incorrect adhesive will be charged to RENTER.

**Helium Balloons:** Helium balloons are prohibited in Kaul Auditorium, Gray Lounge or Vollum Lecture Hall.

**Food & Beverage Restrictions:** Food and beverages are prohibited in Kaul Auditorium and Vollum Lecture Hall, unless it involves an event explicitly designated with such use in mind and is approved by COLLEGE.

**Audio-Visual:** RENTER may use outside A/V services, however, a fee may be applied (it is necessary to recover costs from use of staff time in working with these outside groups to provide the services that they request).

The RENTER is prohibited from interfacing a sound system with the existing system in the Kaul Auditorium. The college's media personnel are the only technicians allowed to operate the sound system and/or lights in the Kaul Auditorium (unless a qualified technician is approved by the conference and events planning office).

RENTER may bring own A/V equipment for use. If assistance is required to operate and/or repair RENTER'S A/V equipment, hourly staff rates will be assessed. RENTER assumes responsibility to ensure equipment is compatible with facility.

**Event Information:** RENTER is asked to provide information about performance, performers, program, ticket outlets and ticket prices to the COLLEGE staff at least 30 days prior to event, so that the COLLEGE can respond to inquiries.

**Seating:** In no event shall tickets be sold or dispensed of in excess of the seating capacity of each room. RENTER shall not admit to said premises a larger number of persons than can safely and freely move about in said areas. RENTER will permit no chairs or movable seats to be or remain in any passageway and will keep all passageways clear at all times; no portion of the sidewalks, grounds, entries, passages, vestibules, halls, abutting streets, or ways of access to public utilities of said building shall be obstructed by RENTER or used for any purpose other than for ingress to and egress from the facility.

**Maximum Capacity:** Maximum capacity must be obeyed, based on Fire Marshal regulations.

**Fire & Safety:** RENTER agrees to adhere to all fire and safety regulations as established by the Fire Marshal, law enforcement agencies, local, state and federal governments.

**Ticketing:** Box office and facilities may be used by the RENTER for the purpose of selling tickets on the day of the event. The COLLEGE is not responsible for collection and disbursement of funds for event(s) covered in the agreement. In no event shall tickets be sold or dispensed in excess of the projected seating capacity. At COLLEGE's request, RENTER shall provide COLLEGE with access to supporting documents in order to audit RENTER'S computation of gross gate receipts within 30 days of the completion of the event.

**Tents and Rental Equipment:** All equipment rented from an outside contractor, including tents, must be approved by the COLLEGE. RENTER is required to obtain all applicable permits.

**Electrical Requirements:** Any additional electrical power or lights, other than house lights, required by RENTER shall be paid for by RENTER. All electrical connections shall be retained by RENTER and approved by COLLEGE. Using multiple plugs including, but not limited to, twin sockets, cube taps, or daisy-chaining is prohibited. Any such connection shall be rewired by the electrical contractor to confirm with fire regulations, and any such changes shall be charged to RENTER. Equipment and services under this agreement must comply with all applicable codes, ordinances, and statutes of the City of Portland and the State of Oregon.

**Water:** COLLEGE shall furnish water by means of the appliances installed for ordinary toilet or janitorial purpose, but for no other purpose, unless otherwise specifically provided for in this Agreement. Water apparatus shall not be used for any purpose other than those for which they are constructed, and no rubbish, rags, paper, or other unauthorized substances shall be thrown therein. Any damage to apparatus on account of misuse of any nature shall be paid for by RENTER.

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**Disability Accommodations:** RENTER agrees to provide all appropriate disability accommodations required by state and federal laws respecting the public's attendance at the event, at the RENTER'S sole expense.

### IX. PERFORMING ARTS EVENT GUIDELINES

**Ushers & Security:** Ushers and/or security personnel are required and will be determined by the COLLEGE for all events. The COLLEGE reserves the right to determine the number required for the event as well as the type. The number required shall be based upon the size of the crowd expected and nature of the event.

**Staffing:** The COLLEGE shall have the right to determine the number of admissions control personnel required during the event covered in this agreement, and the RENTER shall bear all expense incurred in providing such personnel. Admissions control personnel shall include, but not be limited to: ticket takers, ushers, security personnel, and building manager.

A stage manager is required one hour prior to show time and until load-out is completed for all performing arts events in Kaul Auditorium, and may be required at load-in, depending on the event.

When special lighting design is needed, the COLLEGE will provide a trained lighting technician to work with the RENTER to design the initial lighting plot and hang lights. Technician's time will be billed to the event. If additional student technicians are required in order to execute the audio-visual needs as requested by the RENTER, RENTER will be billed for the additional staff time.

**Press:** Arrangements for press passes and reserved seats for any event at the COLLEGE are the responsibility of the RENTER. Information about these arrangements must be coordinated with the COLLEGE at least two weeks prior to the event.

**Event Information:** RENTER is asked to provide information about performance, performers, program, ticket outlets and ticket prices to the COLLEGE staff at least 30 days prior to event, so that the COLLEGE can respond to inquiries.

**Pianos** - The COLLEGE has a nine-foot Steinway piano available for rent, tuned or untuned. Only the COLLEGE tuner may tune the pianos and will be arranged by the COLLEGE; the charges for tuning will be billed to the event.

**Contracts with Performers:** RENTER certifies and attests that it has a valid and properly executed contract with the performer(s) whose services form the basis for RENTER'S request to use the facilities, and that the contract is in all respects compatible with this Agreement. Upon request, RENTER shall submit to COLLEGE a copy of said contract.

### X. FIELD USE GUIDELINES

RENTER will be given use of one additional field than rented. RENTER is required to rotate fields every day, according to schedule agreed upon with the COLLEGE.

RENTER is required to rotate goals around the field every day.

RENTER must provide all equipment and field lining.

All field use and times must be approved by the COLLEGE. Fields are available from 8 a.m.- 3:30 p.m.

RENTER is required to use the fields only during times specified in Section I, above.

### XI. YOUTH CAMP GUIDELINES

Reed College requires that students 18 years or younger be supervised at all times while on campus. In the residence halls, at least one staff member must accompany every 10 students; co-ed groups must have male and female chaperones living on appropriate floors.

A health history and "Permission to Treat" form is mandatory for all youth under the age of 18 attending camps at Reed College.

The staff of youth camps must receive training for recognizing and dealing with common problems experienced with youth camps.

The staff members of youth camps are responsible for making sure youth adhere to College policies, guidelines, and requests.

### XII. COMPUTER, INTERNET & PHONE NEEDS

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Most rooms feature phone lines for Internet connectivity. Users with their own computers must dial a local number or use a phone card for Initial connectivity. Campus also offers wireless Internet connection. To obtain access, make arrangements with the COLLEGE 30 days prior.

Due to firewall security, in order to access high-speed Internet connectivity, RENTER must make arrangements a minimum of 30 days prior to conference. RENTER may rent the COLLEGE's computers. Arrangements must be made a minimum of 30 days prior to conference.

To accommodate attendees wishing to check web-based email or Internet without their own computer, the COLLEGE has included a Cyber Room in the contract.

Phones are available for meeting and guest rooms. RENTER must make arrangements with the COLLEGE a minimum of 30 days prior to conference in order for COLLEGE to accommodate request.

### XIII. ADDITIONAL CAMPUS SERVICES & FACILITIES

**Publicity:** The COLLEGE offers publicity opportunities for your public event, including: listing on a public events website; listing on a public events calendar mailed to neighborhood and Reed friends; mention on public events phone hotline. IN ORDER TO BE LISTED on any of these calendars, RENTER must provide to the Reed College Event Coordinator an email listing event, date, time, ticket information, contact information, location and event description. This information must be received NO LATER THAN the 15<sup>th</sup> of the month prior to the event date. (Eg.: for an event on Dec. 20, information must be received by Nov. 15). Failure to submit information will result in no event listing.

**Library:** The Hauser Memorial Library, located near the main entrance to campus, is open from 8:30 a.m. to 4 p.m. Monday through Thursday, and from 8:30 a.m. to noon on Friday for reference use only. Internet access is not available at the library for conference attendees.

**Campus Mail:** The mailroom in Gray Campus Center is open from 10 a.m. to 4 p.m. Monday through Thursday, and 10 a.m. to noon on Friday. UPS and Fed Ex shipping options are available. Items shipped to conference attendees must be picked up by the attendee at the Gray Campus Center mailroom. Please notify your Reed Event Coordinator if packages will be shipped prior to conference date.

**Printing Services:** The Print Shop offers fee-for-service copier and fax services. 8:00 a.m. - 5:00 p.m. Monday - Thursday, and 8:00 a.m.- 12:00 p.m. Friday. The Print Shop is located in Eliot 132.

**Bookstore:** The bookstore, located in Gray Campus Center, is open from 10 a.m. to 4 p.m. Monday through Friday. Extended hours are available upon request. The bookstore can also arrange for special book sales or displays in conjunction with your conference. Must be pre-arranged 4 weeks prior with Reed Conference Coordinator.

**Sports Center:** In order for attendees to use the Sports Center, meeting planners must provide a tentative registration list 1 week prior, and a final registration list (including day and overnight attendees, as well as instructors) the first day of the conference. Attendees must sign in as they enter the sports center. Attendees must show I.D. or summer conference swipe card. A \$1 per registrant or faculty attending fee will be included on your final invoice. The Watzek Sports Center is open 11 a.m. to 2 p.m. Monday through Friday and includes basketball courts, squash, racquetball and handball courts, dance studio, weight room and lap pool. Access to the sports center is limited to 12 conferees at a time. Youth under the age of 16 must be accompanied by adults. To use the courts, users must wear non-marking court shoes. *Facility access is subject to availability and maintenance.* The weight room is not available to anyone under 18 years of age. The pool is available for lap swim Monday through Friday from 11 a.m. to 2 p.m.

### XIV. CANCELLATION

If the renter cancels this agreement 120 days or more prior to the earliest day appearing in Section I. Meeting Room Usage or II. Lodging, hereof, it shall be liable for direct costs incurred by the college specifically in preparation to fulfill this agreement.

If the renter cancels this agreement within 120 days of the earliest day appearing in II. LODGING, SECTION A hereof, it agrees to pay said direct costs and expenses other than booking costs incurred by the COLLEGE in preparation for the event prior to the date of cancellation, and, in addition, to pay the college as liquidated damages for its lost business opportunity an amount computed as follows:

1. Cancellation 120-60 days prior to said date = 50 percent of the estimated facility rental fees, including rehearsals, plus 50 percent of the estimated residence hall usage.
2. Cancellation 59-1 days prior to said date = 100 percent times the guaranteed minimum of the estimated facility rental fees, including rehearsals, plus 100 percent of the estimated residence hall usage.

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In the event a natural disaster or other "Acts of God" occurs, and the campus is no longer available for the event, the COLLEGE will work with RENTER to find alternative dates, or refer for other solutions. RENTER will be responsible for fees and services provided prior to disaster.

### XV. INSURANCE AND LIABILITY

The renter agrees to maintain a policy of public liability insurance in an amount no less than \$1 million during its presence on campus and covering the period 30 days thereafter. A Certificate of Insurance shall name Reed College as additional insured and must be submitted at least thirty (30) days prior to the renter's scheduled use of college facilities.

The lessee agrees to indemnify and hold harmless Reed College, its trustees, officers, employees, agents and insurers, from and against all loss or expense (including costs and attorneys' fees) by reason of liability or alleged liability of Reed College, its trustees, officers, employees or agents because of bodily injury, including death at any time therefrom, sustained by any person or persons, including lessee, or on account of damage to property, including loss of use thereof, arising out of or in the performance of the activities of the RENTER or its subcontractors, agents or employees under this agreement.

The COLLEGE assumes no responsibility for property left in the building by persons attending any performance, meeting, exhibition, or event. Personal lost items will be taken to the community safety office, where they may be retrieved. The college can not return lost items.

### XVI. DAMAGE, DEFACEMENT, AND LOSS

RENTER, or any of its participants or agents, shall not injure, mar or in any manner deface the facilities or any COLLEGE building or property. RENTER assumes financial responsibility for damage and vandalism to facilities and equipment by attendees, employees, patrons, agents, or any other person or persons admitted to the premises by the RENTER, and for custodial charges beyond normal services provided.

If, during the term of this agreement, the premises or any portion of the building or grounds is damaged by the act, default or negligence of the RENTER or any other person or persons admitted to the premises by the RENTER, the RENTER shall pay to the COLLEGE, upon demand, such a sum as shall be necessary to restore the premises to their pre-use condition.

RENTER shall pay to the COLLEGE, upon demand, such a sum as shall be necessary to restore the premises to original condition.

RENTER assumes financial responsibility for damage and vandalism to equipment rented by the COLLEGE on the RENTER'S behalf, at the request of the RENTER, that is damaged by vandalism or by attendees, employees, patrons, agents, or any other person or persons admitted to the premises by the RENTER. RENTER may be required to hire additional security to secure equipment during event or non-event hours, as deemed necessary by the College.

RENTER assumes financial responsibility for damage and vandalism to equipment rented by the COLLEGE on the RENTER'S behalf, at the request of the RENTER, that is damaged by vandalism or by attendees, employees, patrons, agents, or any other person or persons admitted to the premises by the RENTER. RENTER may be required to hire additional security to secure equipment during event or non-event hours, as deemed necessary by the College.

**Lost keys, linen, and other COLLEGE equipment will be billed back to the RENTER at the item's replacement cost.**

### XVII. EMERGENCY PROCEDURES

RENTER must be prepared to handle emergencies, large and small. RENTER is required to have an emergency plan, and to have trained volunteers. The COLLEGE will provide the campus' emergency procedures guide prior to arrival.

RENTER must announce exits and assembly points prior to sessions, to inform attendees.

RENTER must collect emergency contact information from each attendee. RENTER must attend a pre-conference meeting with the COLLEGE to review emergency procedures. RENTER must provide a cell phone for the RENTER'S on-site coordinator, and must provide the COLLEGE with that phone number.

RENTER must be able to count and account for attendees in the event of an emergency.

In the event of a natural disaster, if phones are working, COLLEGE will operate a phone hotline to disseminate information. Friends and family of attendees may call this number, 503-771-1112.

### XVIII. VACATING THE PREMISES

In the event that RENTER fails to vacate the premises in accordance with the agreement, the COLLEGE is then hereby authorized to move from said building at the expense of RENTER goods, wares, merchandise, and property of any and all kinds and description, which may then occupy the portion of said building on which their term of permit has expired, and the COLLEGE, its officers, agents and employees, shall not be liable for any damages or loss to said goods, wares, merchandise, or other property which may be sustained, either by reason of such removal or the place to which it may be

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removed, and the COLLEGE, its officers, agents, and employees, are hereby expressly released from any and all claims for damages of whatever kind or nature. For such additional period beyond the term of this agreement as any effects of RENTER remain in the building, the COLLEGE shall be entitled to charge the room rate per day as provided in this contract as payment to be made for the time for move-in and move-out.

### **XIX. COLLEGE REGULATIONS**

RENTER is required to adhere to all college policies, regulations, guidelines, and all local, state and federal laws concerning health, safety, and public order. RENTER agrees that it shall not stage any act or performance in which fire or flame is involved without the prior written permission of both the City Fire Marshall and COLLEGE. RENTER agrees that it shall not use any decorative materials prohibited by city ordinance, state or federal laws or building regulations, including but not limited to crepe paper, cellophane, confetti, cotton, pyrotechnics, explosives, or any similar flammable or combustible material, in or about the facilities. The RENTER agrees to communicate the terms and expectations of this agreement to its staff and conferees. The RENTER also agrees to take responsibility for the implementation and enforcement of these items. Unless otherwise stated, a fine of \$50 may be imposed for infractions subsequently listed.

#### **Fire-Related Policies**

1. *It is illegal to tamper with fire equipment.* If a smoke detector begins to "beep" call the **community safety office** at **extension 7533** any time of the day or night.
2. Tampering with a smoke detector (covering it up, disabling it, etc.) will result in a \$250 fine. Pulling a fire alarm with malicious intent will result in a \$500 per incident fine.
2. No candles, oil lamps, or open flames of any sort may be burned on campus without the permission of the conference and events planning office.
3. Firearms, weapons, ammunition, fireworks, explosives, halogen lamps, and/or highly flammable materials are prohibited within college residence halls or buildings or on college grounds.
4. Hot plates, toaster ovens, or similar appliances are prohibited in college buildings. No cooking is allowed except in kitchen areas.
5. Building entrances, hallways, and access ways may not be blocked at any time. Any cars blocking fire lanes and building access are subject to ticketing, fines, and towing.

#### **Safety and Damage Concerns**

1. Roofs are completely off limits for conferees.
2. "Water fighting" or practical jokes using water or any liquid substance in college buildings or outdoors is prohibited.
3. Throwing objects of any type, including balls and Frisbees, is dangerous. Discretion is expected for outdoor play of this type. Indoor play is prohibited.
4. Equipment to be used for on-site childcare must be approved by the COLLEGE.

#### **Use of Reed College name, contact information and logo**

RENTER shall not use the name of Reed College in any advertisement material, brochure, mailer or any similar promotional item in a manner which implies that college is a sponsor or co-sponsor or is in any way affiliated with renter. The college name may not be used for reference of any event location without the prior written approval from the college (may be obtained through the conference and events planning office). Notwithstanding, RENTER may use the name of the COLLEGE when sending notices to event attendees as described below.

Reed College asserts ownership over its name, marks, slogans, mascot, or any combination of these, which refer to, or are associated with, Reed College. The Reed College marks cannot be used to imply or suggest endorsement of any product or service not provided by the College. The College wordmarks, tagline, seal and other marks are registered and protected by law. Individuals and organizations outside the College who wish to use any of the College marks for commercial purposes or for promotional activities, must first obtain permission from the Office of Public Affairs.

"Reed College" and correlating venue name(s) may not be used on any promotional material except in listing event location and contact information. All use of Reed College or venue name on must be approved, prior to print, by either the Conference and Events Planning Department, or the Office of Public Affairs, unless RENTER uses information as outlined in "Acceptable for mailings, posters, and websites."

Contact information: All contact information publicized to event attendees may list the event's specific website, contact information and phone number only. Contact information publicized to event attendees may list Reed College and correlating venues for event location purposes only. Promotional materials and publicity may not list Reed College's contact information for ticket or event questions and information.

Acceptable for Mailings, Posters and Webite:

Reed College  
(venue on campus)  
3203 SE Woodstock Boulevard  
Portland, Oregon 97202

# Reed College

## Conference & Events Planning Department

3203 SE Woodstock Blvd. Portland, OR 97202 Phone: (503) 777-7522 Fax: (503) 788-6688 [CEP@reed.edu](mailto:CEP@reed.edu)  
[campusevents.reed.edu](http://campusevents.reed.edu)

Not Acceptable for Mailings, Posters and Website:

- College's phone number
- Use of College's name and address as return address for mailings

### Signs, RVs, and Automobile Restrictions

1. No signs may be posted in surrounding neighborhoods by the renter to direct conferees to the campus. Directional signs on campus must be attached to stakes and put into the ground. College does have signage available to rent; contact your CEPC.
2. Staff or conferees may not use RVs for meals or lodging. Such vehicles may not be parked on campus overnight even if they are used as a form of group transportation.
3. Vehicles must be parked in designated spaces only.
4. Conferee vehicles are not to be driven on pathways or walkways except to unload or drop off passengers.
5. The posted maximum speed on campus is 15 mph.
6. Pedestrians have the right of way at all times.
7. In order to comply with county restrictions, maintain fair and orderly parking, provide for the safety of all present, and ensure ready access for emergency and refuse vehicles, the college is authorized to fine the renter and/or tow violators (towing will be done at the expense of the owner/operator). Parking in service or fire lanes is expressly prohibited. You may be towed for parking in these areas.

### Building/Furnishing Alterations

1. Remodeling or renovating rooms or furniture, removing or adding furniture, or tampering with electrical, mechanical, or telephone fixtures or with windows is not allowed without authorization from the conference and events planning office.
2. If alterations have been authorized, the RENTER agrees to return all rooms to their original condition. RENTER will be charged \$75 per hour for all labor and additional costs for materials to return rooms to their original condition.
3. Attaching any object to the college premises by nail, screw, double-stick tape, or any adhesive that permanently stains, alters, or damages the premises without specific arrangement with the conference and events planning office is prohibited. RENTER must use painter's tape if attaching items with adhesive.

### Noise Restrictions and Considerations

1. The renter must be considerate of both Reed and the surrounding neighborhood.
2. No megaphones, air horns or bullhorns of any type may be used outdoors without prior approval of the conference and events planning office.
3. After 10 p.m. the following noise restrictions shall be observed:
  - a. Organized group activities will not be allowed outside that use synchronized verbal commands or responses (spontaneous cheering is allowed):
  - b. No amplified sound systems will be operated outside buildings or enclosed areas.
  - c. After 10 p.m. all windows and doors shall be closed in buildings when music is being amplified for organized group events.
4. Profanity, like excessive noise, is an affront to many people. The college does not tolerate such abrasive or inconsiderate language.
5. *Protesting on campus is prohibited.*

### Skateboards, Tobacco, Alcohol, and Other Restrictions

1. Skateboarding and roller-skating/roller-blading are prohibited except in assigned areas.
2. It is the policy of Reed College to be free of illicit drugs and free of their use. The college wishes to provide a drug-free environment for its students, employees, and guests. The on-campus manufacture, distribution, dispensing, possession, or use of a controlled substance is unlawful and violates our community life expectations and is therefore prohibited.
3. Gambling or solicitation in any form is prohibited.
4. Male and female staff and conferees may occupy the same floors or buildings but must have separate bathroom facilities.
5. All individuals shall abide by Oregon law, federal law, and college regulations regarding intoxicants, narcotics and drugs.

### Pets

1. No pets are allowed.

### Parking

Parking at the COLLEGE is free. Permits for loading and unloading during events may be obtained from the Conference & Event Planning Department. RENTER agrees to include the following statement or equivalent statement about parking in all advertising and marketing materials: "When attending events at Reed, please park in one of the college's three on-campus lots: 28<sup>th</sup> Street (West), Steele Street (North), and Woodstock Blvd. (East)."

# Reed College

## Conference & Events Planning Department

3203 SE Woodstock Blvd. Portland, OR 97202 Phone: (503) 777-7522 Fax: (503) 788-6688 [CEP@reed.edu](mailto:CEP@reed.edu)  
[campusevents.reed.edu](http://campusevents.reed.edu)

### Promotional Items

Neither RENTER nor RENTER'S exhibitors, nor any other person shall sell or give away items in the facility without the prior written consent of COLLEGE. COLLEGE reserves all rights not specifically granted to RENTER to sell or give away any items. The content of any programs or any other written material to be sold or given away by RENTER shall be subject to prior approval by the Director of Conference & Events Planning.

### Television and Broadcasting Rights

RENTER shall not televise or broadcast any event scheduled to be presented under the terms of this Agreement without prior written approval of College and the performer(s) of the event.

### Advertising

RENTER agrees not to allow any advertising media, in advertising the event, to imply that COLLEGE is sponsoring the event. RENTER agrees that all advertising of the event shall be honest and true, and shall include accurate information. RENTER shall notify COLLEGE of all advertising, of any form or type, prior to the event.

## XX. COLLEGE RIGHTS

The college may exercise the following rights:

- To enforce all necessary laws, rules and regulations for the management and operation of the premises.
- To enter any room for purpose of inspection, repair, or emergency.
- To require RENTER, or any of its participants or agents, to leave college premises if, in the sole opinion of COLLEGE representative, circumstances warrant or require it.
- To reassign residents within a residence hall in order to accomplish necessary repairs and renovation to the building.
- To revoke campus privileges of the renter, including residency in or use of any of its buildings or grounds, for violating any term or provision of this contract.
  1. The college shall have the right to insist that the renter vacate the premises, forfeit the deposit, and pay the contracted rate for lodging, meals, equipment, and facilities for both the days of occupancy at the college and the remainder of days in Section I, Meeting Room Usage and Section II. Lodging, hereof.
  2. The college also reserves the right to demand the removal of individuals who do not adhere to these expectations, regulations, and terms.

If suit or action is instituted in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs, such sum as the court may adjudge reasonable as attorney fees, including a reasonable attorney fee on any appeal in such suit or action.