

Quick View Process for Event Types

Internal – CCC Initiates, Plans & Determines Content of Event

<i>Requester</i>	<i>Events and Conference Services (ECS)</i>
<ul style="list-style-type: none"> • Enter request into 25Live including any unlocks, media or setup needs • ALL media, College Safety and Campus Services requests relating to events should go through 25Live, not an FWO or email to the above departments or individuals 	<ul style="list-style-type: none"> • ECS will create workflow to Campus Services, IT and College Safety, if needed

Sponsored – Outside Entity (OE) Initiates, Plans & Determines Content of Event

<i>Outside Entity (OE)</i>	<i>Sponsoring Department</i>	<i>Events and Conference Services</i>
<ul style="list-style-type: none"> • Reaches out to sponsoring department asking for sponsorship • Works with sponsoring department with planning and requests • Signs Facility Use Agreement which will include custodial fee based on setup needs (if any) and custodial supplies (See custodial fee schedule below). Agreement includes requirement for liability insurance in the amount of \$1 million with CCC named as additional insured for the date(s) of the event 	<ul style="list-style-type: none"> • Fill out Sponsorship Approval Form and send to Dean for signature • Enter request into 25Live making sure to note “SPONSORED EVENT” in the notes, or “Categories” section in 25Live • Send signed approval form to ECS at least 21 days (3 weeks) prior to event • Must have CCC representative from sponsoring department available for entirety of event • Inform OE the facility rental fees are waived, but they are responsible for the custodial fee AND must provide proof of liability insurance in the amount of \$1 million with CCC named as additional insured, or listed as certificate holder for the date(s) of the event 	<ul style="list-style-type: none"> • ECS will reach out to OE with a Facility Use Agreement with information based on the Sponsored Approval Form • ECS will work with sponsoring department to gather information needed for event such as media, setup, etc. • ECS will receive signed Facility Use Agreement and Proof of Liability Insurance and send to VP for signature • ECS will invoice OE, receive payments and deposit to custodial account

Hosted – CCC Dept. Initiates & Determines Most or All Content.

Planning & Involvement May Include Both CCC and Outside Entity (OE)

<i>Outside Entity (OE)</i>	<i>Host</i>	<i>Events and Conference Services</i>
<ul style="list-style-type: none"> • OE may be involved with/participate in organizing with host and/or ECS for special requests relating to organization of event 	<ul style="list-style-type: none"> • Fill out Event Hosting Approval Form and present to Exec. Team for approval • Send signed approval form to ECS at least 30 days (1 month) prior to event • Invite ECS to participate in planning meetings 	<ul style="list-style-type: none"> • Will enter event into 25Live when requiring multiple spaces, resources • Will attend planning meetings

External – Outside Entity (OE) Initiates, Plans and Determines Content of Event

<i>Requester</i>	<i>Events and Conference Services (ECS)</i>
<ul style="list-style-type: none">• Works with ECS on specific needs for event such as setup, media, special requests, etc.• Will fill out Reservation Request Form which will be used to create Facility Use Agreement• Will sign and return Facility Use Agreement• Will provide proof of liability insurance• Pays all relevant fees	<ul style="list-style-type: none">• Will enter event into 25Live and create workflow for Campus Services, IT and College Safety, if needed• Will send Facility Use Agreement and request proof of liability insurance• Will invoice requestor as per the current Fee Schedules• Will collect payment and deposit to appropriate account(s)

Facility Use Fees-Nonprofit

Oregon City - 19600 Molalla Ave, Oregon City, OR 97045 · Events Office - 503-594-3308 · Athletics Office - 503-594-6394

Harmony Campus - 7738 SE Harmony Road, Milwaukie, OR 97222 · 503-594-0640

Wilsonville Campus - 29353 SW Town Center Loop East, Wilsonville, OR 97070 · 503-594-0790

Full Day Nonprofit Rate: Over 5 Hours of Use				
	Classrooms	Conference Rooms	Specialty Rooms	Specialty Areas
Oregon City Campus	<ul style="list-style-type: none"> Classrooms seating up to 35 Classroom seating up to 50 	<ul style="list-style-type: none"> Dye 126 McLoughlin 226 DeJardin 206 CC 126 Roger Rook 117 Training Ctr. 124 	<ul style="list-style-type: none"> Literary Arts Ctr. – RR220 Lecture Hall – P101 Pauling Lobby Board Room – CC127 Computer Labs Choir Room Recording Studio 	<ul style="list-style-type: none"> Parking Lots Quad Outdoor Areas Niemeyer Lobby Auditorium – M121 Community Center Leroy Anderson Rm. ITC 203 A/B
Harmony Campus	<ul style="list-style-type: none"> Classrooms seating up to 40 	<ul style="list-style-type: none"> All Harmony West & Harmony East Conference Rooms 	<ul style="list-style-type: none"> Computer Labs Harmony West Lobby 	<ul style="list-style-type: none"> Parking Lots Community Room HW120/130 Combined Harmony East Lobby
Wilsonville Campus	<ul style="list-style-type: none"> Classrooms seating up to 40 	<ul style="list-style-type: none"> All Wilsonville Conference Rooms 	<ul style="list-style-type: none"> Computer Labs W108B W111/112 	<ul style="list-style-type: none"> Parking Lots The Commons
Price	\$175	\$150	\$350	\$400
½ Day Nonprofit Rate: Up to 5 Hours*				
Price	\$125	\$110	\$250	\$285

- Weekend rates for all locations are increased by 25% and may be assessed an additional staffing fee
- Custodial support fees will be charged, regardless of space type, based on the number of expected participants (see fee schedule below). For events taking place on multiple consecutive days, the custodial setup will be waived for the second day and beyond, if the setup is the same as the first day
- No mid-event changes to setups
- Smart media podiums and technology such as microphones and document camera are included in all pricing. Not all media available in all locations

*Facilities/areas requiring setup are available at full-day rate only on Oregon City and Harmony Campuses

Oregon City - Gregory Forum (Full Day Only)		
One Section	Two Sections	Three Sections (includes lobby)
\$500	\$650	\$800

Oregon City - Osterman Theatre
 Osterman Theatre rents for \$800 for a full-day nonprofit plus \$25/hr with a 3-hour minimum for a required theatre tech supervisor to run lights and sound for your event.

Oregon City – Music Recording Studio
 See “Specialty Rooms” section for rental fee, plus \$25/hr with a 3-hour minimum for a required studio tech to be present during the entirety of your event. Studio is also rentable by the hour at \$60/hr plus the studio tech fee. Recording engineer available upon request at \$40/hr.

Oregon City - Randall Gym
 Our Gymnasium rents for \$100 per hour which includes a required athletics supervisor for the duration of the event. Some fees can be negotiated on a case-by-case basis. Please contact Athletics at 503-594-6394

Oregon City - Environmental Learning Center (ELC)			
Lakeside Hall	Pavilion	Amphitheater	½ day rates available on individual spaces only
\$400	\$320	\$320	
\$285	\$230	\$230	

Rental of all three areas: **Lakeside, Pavilion & Amphitheater**, are available for full-day only at a rate of \$1000 and will be assessed a minimum fee of \$300 for staffing, maintenance, and/or logistics fee depending on the size, nature and scope of event.

All Campus Custodial Fee Schedule

Custodial Fees (external nonprofit, for-profit and sponsored events)		
Number of Participants	Set Up Fees (If required by space & use. No self-setup is allowed)	Custodial Cleaning & Supplies Fee
1-19	N/A	\$20
20-49	\$60	\$50
50-99	\$80	\$70
100-199	\$100	\$80
200-299	\$120	\$100
300-399	\$150	\$150
400+	TBD	TBD
Overtime Rate		\$40/hr