

# Events & Conference Services



# What Have We Been Up To?

- Created single/multi-campus forms for:
  - External Reservation Requests
  - Facility Use Agreement
  - Sponsorship Request Form
  - Hosted Event Request Form
- Updated our Facility Use Fees

# What Have We Been Up To?

- Created consistent processes for all campuses for different event types
- Created an online invoicing and payment option for our external customers
- Updated our out-facing website
  - [www.Clackamas.edu/event-services](http://www.Clackamas.edu/event-services)
- Created [brochure](#) to market our facilities

# Let's Chat About...

- **Facility Use Fees**
- **Defining Event Types**
- **Processes for Each Event Type**
- **Forms**
- **Announcements/FYI**

# Facility Use Fees

## Three Fee Schedules

- Nonprofit/Government/Individual Entities
  - For Profit Entities
- Commercial Film and Photography

# Event Types

- **Internal**
- **Sponsored**
- **Hosted**
- **External**

**What does this mean?**

**Definitions & Criteria for each Event Type**

# Event Types

- **Internal** – No approval needed
- **Sponsored** – Approved by Dean or higher level
- **Hosted** – Approved by VP or College President
- **External** – Approved by ECS

What's the Process for Each Event Type?

# Forms

All three campuses now have the same forms

- **Sponsorship Request Form**
- **Hosted Event Request Form**
- **Reservation Request Form**
- **Facility Use Agreement**

Find all forms, and this presentation, at:  
F:\Temporary\Events and Conference Svs



# FYI & Announcements

- All three ECS offices now have one email:  
[Events@Clackamas.edu](mailto:Events@Clackamas.edu)
- Spaces at OC and Harmony campuses requiring a special setup, must be requested for the entire day.
  - Examples include Gregory Forum, Board Room, ITC-203-AB, Harmony Community Room, etc.
- All event-related requests such as media and setup must be requested through 25Live

# FYI & Announcements

- Employees receive a -50% discount on facility rentals for their personal, external events.
- Dedicated videoconferencing rooms:
  - ELC Lakeside Hall
  - McLoughlin 226
  - RR117
  - Barlow 204 and 240
  - Community Center 126
  - Harmony Conference Room
  - Wilsonville 207 (no computer-check out laptop)

\*Videoconference Trainings TBD in January\*

# More to Come!

- Updating alcohol policies and guidelines
- Updating Facility Use and Terms AR
- Continuing work on policy updates
- Continue work to create cohesive processes across multiple campuses

\*We will be repeating this presentation this week at President's Council and College Council\*