

# Reservation Request

Event Title:

Content/Subject Matter of Event:

Campus Location:

**Note for *Wilsonville Facility Users*: This will display as the main event title for the event on all reader boards and event listings. If you do not want this reservation to display on the reader board, check the box.**      Do not post to reader board

Expected Number of Participants:

Requested Date(s):

**Urgent! (this is for today-Wilsonville only)**

Event Start Time:

Event Finish Time:

Unlock Time:

Lock Time:

**\*Your setup/arrival time cannot be before 7:30am and your take-down time cannot end after 10pm\***

**\*Wilsonville campus only: setup/arrival cannot be before 6:30am and takedown cannot end after 10pm\***

**NOTE:** Enter the amount of time *you* need to setup or take-down for your event (i.e., 30 minutes, 2 hours, etc.). Setup time is the time for you to get into the room to prepare for your event. Take-down time is the time you need after your event. If you need an extra day for setup prior to training, please indicate this in the Additional Information below.

**Does this event repeat?**                      Yes                      No

**Repeat details can be written here:**

Ad Hoc: Dates (Example: non-sequential meetings such as a Monday, Tuesday and Friday with specific dates):

Daily Repeats (Examples: Repeats every day for 5 occurrences: Repeats every 3<sup>rd</sup> day: through a specific date):

Weekly Repeats (Examples: Repeats every week on Monday and Thursday for 12 occurrences):

Monthly Repeats (Examples: (Repeats every month on the 1<sup>st</sup> and 15<sup>th</sup> through a specific date):

Room Type:

Room Setup:

**\*Not all configurations are available for all locations**

**\*Certain equipment may interfere with our AV systems. What equipment are you bringing to your event, if any?**

**Does equipment require any special licensing for commercial use?**                      Yes                      No

**If yes, please provide certificate or license information to Events Coordinator.**

Resources:    Yes    No

**Please note: not all resources available at all locations.**

If **YES**, please select what is requested:

PA System

Conference Phone

Materials Table

Media Cart (projector, laptop)

Table Podium

Catering Tables - Count needed:

Docu-cam

Video Conference Room

Easels – Count needed:

**NOTE: you will need to bring  
your own flip chart paper for easels.**

**Oregon City Campus: Will this be a Zoom-Hybrid Event?**

Yes                      No

**Organization Type:**

**Contact Information**

**Renter/Organization:**

**Representative:**

**Representative Email:**

**Representative Phone Number:**

**Renter/Organization Address:**

**Billing Person's Name (if different):**

**Billing Person's Email:**

Other than state entities, the Renter is required to provide general liability insurance for bodily injury and property damage in the sum of \$1,000,000 for all dates of scheduled use. The insurance must name The College, its officers, agents and employees as additional insured. Insurance may be purchased from a variety of sources.

The College has arranged to make liability and property coverage available for those using College facilities through Tenant Users Liability Policy (TULIP). This insurance is designed specifically for users of College facilities. It meets our Agreement requirements and is often more cost effective than other options. Coverage is provided for the majority of events, however large-scale events, or events with dangerous or risky activities, may be excluded.

To obtain a quote or purchase insurance from Tenant Users Liability Insurance Policy (TULIP):

1. Visit the TULIP website at [www.onebeaconentertainment.com](http://www.onebeaconentertainment.com) .
2. Scroll down until you see *Planning an Event?*
3. Click on *Get a Free Quote*.
4. Enter the facility ID code for the campus where your rental facility is located.
  - Oregon City Campus, *OB81-153*
  - Harmony Community Campus, *OB81-298*
  - Wilsonville Campus, *OB81-299*

5. Complete the first three steps of the form to obtain a quote.
6. To continue to purchase, complete the application and pay with a credit card.
7. Questions? Call the TULIP help desk at 800-507-8414, Monday through Friday, from 5:30 a.m. to 5 p.m. Pacific Time.

**Additional Information:**

- ✓ **The College reserves the right to refuse rental to any group whose event may be conflict with the College Mission and Core themes.**
- ✓ **Your request will be processed within 72 business hours. Requests are processed in the order in which they are received.**
- ✓ **If you have a same day request, notify the reservation desk at one of the numbers below *after submitting form*.**
- ✓ **All room location requests are subject to change. Events and Conference Services will notify you of any change.**
- ✓ **On the day of the event: Any equipment needs or room configuration changes must be authorized by Events and Conference Services (to ensure fire code and liability compliance) and may not be possible due to staffing or other reasons.**
- ✓ **To be eligible for a refund, cancellations must be received at least 14 days prior to the event.**
- ✓ **Questions, contact Events and Conference Services at [Events@clackamas.edu](mailto:Events@clackamas.edu) and specify which campus location you are inquiring about.**