

Multnomah University  
*Conference and Events Services Facility Rental Guide*



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## **Welcome**

Thank you for your interest in using Multnomah University (MU) for your upcoming event. MU is conveniently located in the heart of Portland, Oregon, and within minutes of the Portland International Airport, public transit, and major freeway exchanges. Situated on 25 beautifully manicured acres, Multnomah University offers a variety of event facilities for your meeting and conference needs. Please read the following information and to book your next event, please submit the facility request form at [INSERT WEB LINK HERE](#).

Multnomah University facilities are available to the public throughout the year, however facility availability is more limited during the fall and spring academic semesters. We seek to intentionally partner with nonprofit and community organizations whose purpose aligns with the [Mission and Vision](#) of Multnomah University and who commit themselves to following the campus community lifestyle standards.

## **Availability**

Lodging for residential events is typically available from the middle of May through the end of July. Facilities are designed primarily for use by Multnomah University students, faculty and staff and are available for off-campus groups provided the schedule does not conflict with any college functions and that proper and adequate college personnel are available.

## **Insurance**

A Certificate of Liability Insurance for the specific dated event from the outside group, naming Multnomah University as an Additional Insured, is required. We require a minimum of one million (\$1,000,000) per occurrence and three million (\$3,000,000) aggregate. The policy must cover all event participants. Copies of the policy must be on file with the university (to be held by the university controller) no later than 30 days prior to the event.

## **Payment**

A non-refundable deposit of 25% of the estimated event total price is required to secure your reservation. This deposit will be applied to the total event cost as partial payment. 75% of the estimated total cost (25% deposit and 50% pre-event payment) must be received a minimum of 30 days prior to the event. Final payment is required 30 days after the completion of the event. Non-profit organizations must provide a copy of your Internal Revenue Service Exemption Letter or Registration Form from the State indicating that your organization is incorporated as a non-profit organization as well as a signed W-9.

## **Cancellation**

On the rare occasion that a cancelation occurs, we will not bill for expenses if the cancelation occurs at least 30 days prior to the event. If cancelation occurs within 30 days or less from the contracted event start date, you will be billed at the rate of 50% of the total event cost. for any incurred expenses related to preparation for the event.

## **Lodging**

Residence Hall lodging for large groups is available mid-May through the end of July. Lodging areas are built as residence halls and are furnished with beds, dressers and desks with chairs. Note that all rooms have at least two twin long beds. Guests must furnish their own bed and bath linens, toiletries, and other personal items while staying in the residence halls unless otherwise arranged. Please note that garbage cans are not available in each room but available in each hallway.

Because of the style of the restroom and shower facilities, men and women will be assigned to separate buildings or floors. Shared rooms will be restricted to married couples or occupants of the same sex. Mixed gender rooms are not available for non-married individuals or couples. Mixed gender halls will have one men's and one women's restroom that will be identified on either end of the hall. The group contact person must supply the Event Services office an alphabetized list of all overnight guests with their

room assignments and contact information at least 10 business days prior to the event. After which time, additional charges may apply to accommodate room assignment updates or cancellations.

Additional lodging materials and guidelines are available by contacting MU Scheduling Office.

### **Catering and Food Services**

#### *Pioneer Catering.*

Multnomah University offers custom catering for your special events through Pioneer Caterers. Breakfast, lunch and dinner are buffet style meals served in the dining hall which seats up to 369 guests. Catering may also be arranged at your event location with a full offering of meals, beverages, snacks, and coffee breaks. A final guaranteed count for food is required at least 10 business days prior to your event. If final guarantee is not provided at least 10 business days prior, your estimated number will be used and charged accordingly. Food will be prepared for at least 5% more than your guarantee. You will be billed for the actual number in attendance or the guarantee, whichever is greater.

#### *Same Day Event Additions*

Every effort will be made to accommodate your specific requests and needs. Changes requested the same day of your event may not be feasible. Additional charges may be required to accommodate your request.

#### *Pricing*

Price quotations will be reconfirmed 30 days prior to the event. Any events booked within 30 days will be billed as quoted. Prices for all meals include the use of standard linen service, cafeteria china, glassware, and flatware. Receptions and coffee breaks will be served on disposable products unless otherwise requested. China and glassware are available for an additional charge. Any rental needs for an event will be provided at an additional charge.

### **Roger's Café After Hours Reservations**

Roger's Café is located in the JCA Student Center near the center of campus and has a full-service espresso bar as well as other snack offerings. Arrangements can be made to open the Café's espresso bar after hours with the following guidelines:

- \$75/2-hour block plus \$40 drink minimum
- \$125/day plus \$200 drink minimum

Group is responsible for any difference between actual dollars spent and the minimum. Additional costs may apply for groups over 100. Contact the Director of Auxiliary Services for arranging special hours for your event.

### **Mail Services**

Incoming mail will be available for pick up by Conference & Event Services. All mail sent to the guest group should be addressed as follows:

Multnomah University  
Attn: Event Services  
8435 Northeast Glisan St  
Portland, OR 97220

### **Additional Services**

University Attendant A University Attendant is \$30/hour for each attendant and required for all events in the Lytle Gymnasium or Athletic facilities for the full duration of your event. The number of attendants required will be based on the group size and must be scheduled at least two weeks prior to your event.

Tables and Chairs Tables and chairs can be requested and are based on availability with additional charges. All equipment in rooms should not be moved by guests at any time. Room setup needs must

be made at least 10 business days in advance. Additional charges may apply for table and chair arrangement. No same-day requests can be granted after 2:30pm.

#### *Requests Made With Minimal Notice*

Requests for services not meeting the required time frame will be charged \$100 per request.

#### *Internet Access Wireless*

Internet Access is available to groups renting the facilities and must be arranged in advance. Large groups or multiple day users may receive special event access and should be arranged with the Conference Services office at least two weeks prior to your event.

#### **Supervisors and Security Protocol**

Guests are responsible for providing proper supervision and first aid for the group. MU requires groups to provide at least one adult supervisor or counselor over 21 years old for every 10-15 minors at your event. Supervisors must be present whenever minors are in the residence halls. Overnight camps/conferences are required to have a designated Medical First Responder on campus at all times during the event. All injuries or emergency incidents must be reported to Campus Security and Conference Services as soon as possible. Campus Security (available 24 hours a day): 503-251-6499 (x6499 from any campus phone).

#### **Driving Directions**

Multnomah University's campus is located just 10 minutes south of Portland International Airports and within five minutes of both I-205 and I-84. The campus address is:

Multnomah University  
8435 NE Glisan St  
Portland, OR 97220  
503-255-0332  
877-251-6560

#### **Facility Policies**

These policies are intended for the protection of the university community members and are not intended to interfere with provided services.

1. Smoking and alcoholic beverages are not permitted at any time on the Multnomah University campus. Guests may not be in possession of firearms, weapons, knives with blades greater than three inches, ammunition, fireworks, explosives, and/or highly flammable materials. Any deviance from this regulation will be cause for immediate termination of contract and any and all events.
2. Multnomah University is a Christian university and all groups using the facilities should maintain standards of conduct and dress in keeping with Christian standards.
3. No food or beverage may be served in residence or meeting areas except with permission.
4. Guest groups are responsible for all damage charges incurred. Payment for such damages will be assessed and due at checkout or conclusion of event.
5. Guest groups are required to provide their own liability and accident insurance. Proof of insurance coverage must be submitted to Conference Services along with the signed Event Order. It is necessary for Multnomah University to be listed as an additional insured party.
6. A damage deposit of \$500-\$1,000 is required. The check will be held to be used towards any damages or broken policies that may occur during use of the facility.
7. Multnomah University is not liable for any failure or delay in performance due to the effects of acts of God, weather and/or natural disasters, and wars.
8. Groups that desire to use Multnomah University facilities must be supportive of the mission statement and core values of Multnomah University.
9. Proper supervision of participants and guests is required.

10. The group is responsible for the conduct of their members while on campus and also for any intentional or accidental damage that occurs from guest activity. Fees may be in addition to the costs of repairs or replacements for damaged equipment or facilities.
11. Facilities must be left in the same condition they were found. Additional fees may be applied.
12. Prices are subject to change without notice.
13. Sign Hanging and Decorating. The following are strictly prohibited without permission:
  - a. Attaching any object to any MU premise by nail, screw, and/or tape
  - b. Altering the layout of any facility by removing or relocating interior and/or exterior furnishings and/or equipment.
  - c. Accessing sound/media equipment
  - d. Using and/or unlocking common area doors leading into areas not contracted for use.
14. Facility may be visited by appointment only Monday – Thursday.