

# Reservation Request

## Wilsonville Campus



**Event Title:**

**Content/Description of Event:**

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:**

**Urgent! This is for today!**

**Event Type:**

**Meeting:** A gathering for discussion, planning and information.

**Workshop/training:** Engaging in discussion & activity on a particular subject or teaching a particular skill.

**Skills Testing:** Assessment to perform duties listed in a job description.

**Other:**

**Requested Date(s):**

**Event Start Time:**

**Event Finish Time:**

**Unlock Time:**

**Lock Time:**

**\*Setup/arrival cannot be before 7:00am 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 rooms**

**\*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 in all rooms.**

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

**PA System**

**Conference Phone**

**Materials Table**

**Media Cart (projector, laptop)**

**Table or Floor Podium**

**Catering Tables - Count needed:**

**Neat Board (Zoom screen)**

**Easels – Count needed:**

**Must bring your own flip charts**

**Video Conference Room (Zoom or Teams)**

**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, and PGE, 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 GatherGuard. 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:

- Visit the GatherGuard website: [gatherguard.com](http://gatherguard.com)
- Click on **Get a Quote**
- Select your event from the top nine selections or from the drop-down menu at the bottom of the page.
- Answer all questions then continue.
- Where prompted enter the venue ID code:
  - For **Clackamas Community College: OB81-000**
- Continue to complete the application.
- Pay using your credit card.

If you need further assistance, please our help desk at [\(844\) 747-6240](tel:8447476240)

#### **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.**