

Oregon Health & Science University OGI Wilson Clark Center & Quad Facility Use Application

West Campus/OGI Facilities Management Office
20000 NW Walker Road, Bronson Creek Building
Beaverton, OR 97006, (503) 748-1178

Use of the OGI Wilson Clark Center and Quad requires the involvement of several key departments. This form facilitates clear communication between those departments to ensure your meeting or event runs smoothly.

Please note: this form does not reserve facility space--it only gives the applicant approval to use the space. You must check first with Donna Reed, Facilities, at 503-748-1178 on the availability of the facility for the date(s) of your event. If the facility is available on that date(s), you will then need to complete this form and obtain the appropriate approval signatures. This form will then be forwarded to the Office of the Facilities Manager at OGI, and faxed to the applicant, with a copy of the form forwarded to the West Campus Vice Provost.

Do I need to fill out this form?

You are required to fill out this form if your meeting or event meets one or more of the following criteria:

- Your event is taking place in the OGI Wilson Clark Center or the Quad
- It is being held outside regular business hours
- It requires special logistical support (cleaning, furniture arranging, garbage removal, etc.)
- Is not sponsored by OHSU

Is there a charge for use of the facility?

OHSU departments, groups directly affiliated with OHSU, or groups certified by an OHSU department director as meeting the University's mission goals, are not charged for basic use of OHSU facilities. Use of OGI facilities for events that do not meet OHSU mission or business-related purpose are available to current OHSU/OGI faculty, employees or students for a facilities use fee of \$250 for the first four hours of use. An additional \$250 is charged if the facility is used for more than four hours (i.e., more than half a day).

Any event requiring special janitorial services either before or after the event will be charged at cost for those services. Rates for cleaning, audio-visual equipment rental, delivery, public safety or grounds staff services may be obtained from the contacts listed below.

- For janitorial services, furniture arranging or access to facilities after hours, please contact the West Campus/OGI Facilities Manager, Ed Elkins, at (503) 748-1508.
- For Public Safety, please contact (503) 494-7744.
- For audio-visual rentals, please contact the West Campus Telecom Manager, Gordon Frost at (503) 748-1044.

EXTERNAL USE

1. Requesting use of OGI Wilson Clark Center _____ OGI Quad _____ Both _____
2. Event Date: _____ From: _____ To: _____
3. Name, title and e-mail of person requesting facility:

Name of Organization: _____
Address: _____
Telephone number: _____ Fax number: _____
4. Event purpose: ___ Educational ___ Scientific ___ Other (please specify): _____
5. Source of funds (cashier's check or credit card) to cover all costs associated with use (cleaning deposit, audio-visual services, etc.) _____
6. Please describe the program being planned (include names of speakers, topics, films and if available attach a program): -

7. Will food be served? ___ Yes ___ No Will alcohol be served? ___ Yes ___ No *If yes, please fill out the alcohol use form and fax to Mark Kemball (503) 494-7778 <http://www.ohsu.edu/about/comrel/alcoholform.pdf>*
8. Will security services be required? ___ Yes ___ No *If yes, contact West Campus Public Safety at (503) 494-7744 to make specific arrangements.*

Each of the following signatures are required prior to forwarding for final approval to West Campus/OGI Facilities/Donna Reed (503) 748-1110 or reeddo@ohsu.edu. Applicant will be notified by fax when approval has been completed.

Signatures

Signature, Date & Phone Number: Applicant

Signature, Date & Phone Number: Fiscal Authority

Signature, Date & Phone Number: OGI Facilities Manager, Edward Elkins

cc: West Campus, Vice Provost, Marilyn Lanier