

POLICIES AND PROCEDURES FOR USE OF THE PORTLAND STATE UNIVERSITY NATIVE AMERICAN STUDENT AND COMMUNITY CENTER (NASCC)

Please read carefully as failure to follow NASCC Policies and Procedures can result in cancellation of your event, additional fines, fees, and loss of access to NASCC.

NASCC Code of Conduct

All programming, events, and users must follow the Code of Conduct, please review carefully.

The NASCC Code of Conduct operates under federal and state laws and Portland State University policies regarding the use of alcohol, drug, and smoking use.

The Codes of Conduct are as follows:

- Compliance with applicable University and NASCC rules and state and local law is required.
 - Consumption of alcoholic beverages is prohibited; intoxicated individuals are not permitted in the NASCC.
 - Smoking is prohibited in accordance with OAR 571-050-0005. If you are smoking outside the building, you must be 25 feet from the building. Please dispose of your waste properly (do not leave your cigarette butts on the ground).
 - The use of controlled substances is prohibited.
 - The NASCC is a place of respectful interaction and contemplation.
 - The use of foul language is improper.
 - The use of candles and open flame units is prohibited.
- *Exceptions will be made for Native American spiritual practices approved by NASCC Manager.

Violations of the NASCC Codes of Conduct will result in a review by the NASCC Manager and DMSS Executive Director. Future access to the NASCC may be denied.

The NASCC Manager or assistants may contact PSU Public Safety if the need arises.

Violations of the NASCC Code of Conduct will not be tolerated. Violators will be required to go through a review process with the NASCC Manager before additional access to the NASCC.

Continued violators will be excluded from the NASCC.

NASCC User Categories and Reservation Protocol - User Categories

External Organizations:

Users who do not fit the definitions of Internal User, Student Groups or Cooperative Community Users. External events will be charged at the full cost (including auxiliary costs) associated with using university facilities (OUS IMD 6.500(3)).

- External users must provide a deposit at the time of reservation.
Activity or event must be in alignment with the mission of the University and/or the Center.

PSU Internal Groups:

Internal Users are identified as PSU departments, units, committees, recognized programs, and organizations.

- Internal Users must provide their PSU INDEX CODE at the time of the reservation.
- PSU DMSS rates will be comparable to Smith Memorial Student Union.
- Events or programs exclusively sponsored by, and intended for members of the University community will be charged the internal rate.
- Internal users, who host events in the NASCC where external users are invited to participate, must completely plan and manage the event to receive the internal rate.
- Internal users, who co-sponsor events in the NASCC where external users are invited to participate and aid in the coordination process, must submit and maintain the reservations; at least half of the attendees are to be internal.
- Requested event activity must be in alignment with the mission of the University and/or the Center.
- If any funds are collected at the event (i.e. admission to the event), fees will be charged for the use of facilities based on the approved user fee schedule, as identified in the PSU Schedule of Fees, OAR 577-060-0020.

PSU Student Groups:

Student groups must be recognized and in good standing with SALP to schedule events at student group rates or housed in the NASCC.

- SALP identified Affiliate Student Groups are able to use the center for the center's internal rate.
- Student(s) making a reservation must use OrgSync.
- Student groups, who host events in the NASCC where external users are invited to participate, must completely plan, control and manage the event. All coordination, access to services, event-management negotiations, and fees must occur between the Student Group and the NASCC.
- Student groups who co-sponsor events in the NASCC where external users are invited to participate and aid in the coordination process must submit and maintain the reservation; at least half of the attendees are to be students.
- Events must be in alignment with the mission of the University and the Center.
- Annual pre-kitchen use meetings are required for all student groups. Center Manager and SALP advisor will be present to go over kitchen policies and procedures.
- If the event is large and requires extra safety measures the student group is required to meet with NASCC Manager, SALP advisor and PSU Public Safety for a safety meeting.
- Student group users have a shared responsibility for setup and breakdown of events.

Reservation of NASCC

- Users must contact the NASCC Office Assistants or NASCC Manager to reserve the NASCC at nascc@pdx.edu or 503-725-9695 or via the online OrgSync Reservation Form.
- A user event request is a binding contract.
- NASCC staff will send out a confirmation via the Event Management System, where the user will receive their confirmation number, allowing the user to make Chartwells PSU Catering arrangements, CAVET, etc.
- Standard Hours are Monday through Friday 8 am - 5 pm.
- After Hours are 5 pm - 9 pm weeknights and all day on weekends when authorized.
- Summer Standard Hours are 10 am - 3 pm.
- Summer After Hours are 5 pm - 9 pm weeknights and all day on weekends when authorized.
- Users must schedule the NASCC in advance of use.
- 48 hours prior for events during standard hours of operation.
- 2 weeks prior is required for events outside of regular hours of operation.
- No more than 90 days in advance for ongoing/continuing events or repeat users.
- Exceptions may be made for one-time events.
- Drop in meetings are not acceptable and users will not receive access to rooms.
- In order to maintain clear communication between the NASCC staff and the user, the organization using the space will designate a primary contact person on their User Request Form.
- Users must read, agree to, sign, and submit a NASCC User Request, NASCC Conditions of Use, NASCC contract documents.

Cancellation

- All cancellations of meeting rooms must be received in writing, i.e. via email to the NASCC Manager or Office Assistants, at least 72 hours prior to the event. Events canceled after the 72-hour deadline up until 24 hours before the event (even in the case of an emergency), will be charged 50% of the room rental.
- NASCC staff will allow a half hour grace period, before the start of scheduled reservation time.
- If NASCC staff is not contacted and the user is unable to arrive within 30 minutes of reservation time, the user will not be able to use the NASCC.
- In extreme emergency situations, users may call NASCC staff for an extended grace period.

No Call / No Show Policy

Events that neither occur nor cancel prior to the 24-hour cancellation deadline before a scheduled event will be considered “no-shows” and will be charged 100% of the rental agreement.

- First Violation – Warning and discussion with the NASCC Manager. Further reservations will require telephonic confirmation 24 hours prior to reservation.
- Second Violation – 60 days of no use of NASCC.
- Third Violation - Will lose the use of NASCC for the remainder of Fiscal Year.

Misrepresentation

Space reserved by a group is for that group only, and specifically for the purpose as stated in the reservation.

- Groups may not sublet or give away their reserved space directly to another group or use their reserved space for an event other than that which was requested.
- Events that are misrepresented or that are being advertised for different purposes than were requested may be canceled by the NASCC Manager.

Unforeseen Closures

- In the event of unforeseen closures of the University for Inclement Weather, security emergencies or other reasons, the University reserves the right not to host events scheduled during the period of the closure.
- In the event of an unforeseen closure, the client will have the option to either reschedule the event for a later date or cancel the event without penalty.

NASCC Kitchen Protocol and Food Service - Health Safety

- NASCC kitchen will be maintained in a sanitary and safe manner.
- Persons using the NASCC Kitchen will follow all Portland State University and Multnomah County Environmental Health standards and guidelines.
- Caterers assume liability with contract.
- NASCC will require Oregon Certified Food Handlers be present at all times when users are preparing or serving food.
- NASCC will pass inspections on a regular basis by the Multnomah County Health Department.
- Full coverage of the users' requirements and guidelines can be found in the Oregon Department of Human Services Food Sanitation Manual.
- Exception: Traditional foods will be cooked according to Native American traditions and techniques must be given to NASCC Manager for approval one week in advance.
- Kitchen Use
- Users must maintain the NASCC kitchen in a sanitary and safe manner.
- Users who plan to serve or consume food while using the NASCC must be familiar with food safety procedures and comply with all state, local, and Portland State University requirements, including but not limited to the Oregon Certified Food Handlers.
- Users will find a copy of the Oregon Department of Human Services Food Sanitation Manual in the kitchen.
- Users who wish to serve food, not provided by Portland State University Catering must submit a food waiver.
- Users must complete the following tasks after their kitchen use:
- The user must dispose of all scraps and material.
- The user must wipe off all tables, countertops, stoves, cutting boards, etc. with bleach water.
- The user must wash, dry, and put away all pots, pans, and dishes.
- The user must place all refuse and recyclable materials outside of the NASCC in proper receptacles, and replace all garbage bags.
- The user must sweep and mop the kitchen floors.
- The user must turn off and/or unplug all appliances (stove, microwave).

Food Storage

- NASCC will follow all Portland State University and Multnomah County Health Department standards and guidelines.
- The NASCC refrigerator and freezer are to be used for temporary storage of condiments, food preparation, and perishable dishes before an event.
- All items placed in the refrigerator or the freezer must have dates and pull dates on them.
- Any “left-over food,” snack-foods, and by-products (wrappers, utensils, plates, etc.) must be removed (taken home or disposed of).

NASCC Work Requisition Protocol – Room Set-up Arrangements

- NASCC is equipped with tables and chairs. All rooms have a standard set-up. Some furniture is permanent.
- The NASCC has 18 rectangle tables, 12 round tables, and 120 chairs guaranteed for the Gathering Area.
- If you need more chairs, the NASCC has more, but those are not guaranteed, as classrooms may be in use and using them.

Room Set-up Arrangements

- Arrangements must be made when reservation is made. Changes to reserved set-up must be made at least 1 day in advance of the event.
- For each custom reset during the event, a custom reset fee will be added.
- Any equipment brought into the Center by a user must meet with prior approval from NASCC Specialist.
- Decorations cannot be tacked to any part of NASCC.
- Signs may be displayed on easels or taped using painters tape.
- Confetti, Balloons, and Glitter are not permitted.
- Table decorations, programs, and other decorations or materials must be removed by the user before departure from the NASCC.

Audio Visual Support and Computer Network Access

- Access to the University computer network is available in each meeting room in NASCC via wireless access.
- TVs, VCRs, DVD players, easels with flipcharts, podiums, and overhead projectors are available for use throughout NASCC.
- The Gathering Area has an in-house address system with a wired and/or wireless microphone.
- SVGA, projection, and computer services are available in many areas throughout NASCC.

Audio Visual Support

- ALL needs must be prearranged with the NASCC Manager or Office Assistants before the event.
- Sound for PowerPoint and other presentations is only available on the west wall of the gathering area unless arrangements are made with Campus Audio Visual Events Team (CAVET) or Portland State Professional Sound (PSPS), PSPS is only available for SALP recognized student groups.
- Fees will be assessed by the NASCC Manager for equipment used by users.
- CAVET can be contacted for any equipment that is not available in the NASCC.
- If the user decides to use CAVET for one of his/her/their audio visual needs, the NASCC staff recommends the at user work solely with CAVET for all of their audiovisual needs.

Recycling

- NASCC will follow Portland State University's recycling procedures. PSU Recycling will pick up materials on a regular schedule.
- Users have the option of using their own aluminum can/bottle recycling containers and removing them when departing the Center.

Users of the NASCC will:

- Keep the recycling areas clean.
- Only place items in the appropriate recycling containers.
- Only place items in the appropriate recycling containers after they are rinsed with water (when applicable).
- Portland State University recycling will pick up recycling material on a regular basis.

Cultural Resource Centers Collective Agreement

- PSU students are at the center of our work
- Community growth depends on the inclusion of every individual voice
- We respect others and ourselves
- Our goal is not to agree, but rather, to gain a deeper understanding
- No alcohol or drugs on the premises or in the body
- We do not tolerate hate speech, derogatory language/actions, or oppressive language/actions
- We reserve the right to refuse service if the collective agreement is not met or upheld