

Reservation Request

Oregon City and Harmony



Event Title:

Content/Subject Matter of Event:

Event Type:

Campus Location:

Contact Information

Renter/Organization:

Organization Type:

Representative:

Representative Email:

Representative Phone Number:

Renter/Organization Address:

Billing Person's Name (if different):

Billing Person's Email:

Expected Number of Participants:

Requested Date(s):

Event Start Time:

Event Finish Time:

Unlock Time:

Lock Time:

Your setup/arrival time cannot be before 7:00am and your take-down time cannot end after 10pm

NOTE: If you need an extra day for to setup for your event, please indicate this in the Additional Information below (additional charges will apply).

Does this event repeat? Yes No

Repeat details can be written here:

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 resources are requested:

PA System

Conference Phone

Materials Table

Media Cart (projector, laptop)

Table Podium

Catering Tables - Count needed:

Docu-cam

Zoom Conference Room

Easels – Count needed:

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

Will this be a Zoom-Hybrid Event? (additional charges may apply)

Yes No

**Any additional details, important
information or questions?**

Please submit this form to

Events@clackamas.edu

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 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 from Tenant Users Liability Insurance Policy (TULIP):

- Visit the GatherGuard website: 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
- For Clackamas Community College-Harmony Community Campus: OB81-006
- Continue to complete the application.
- Pay using your credit card.

If you need further assistance, please GatherGuard's help desk at (844) 747-6240

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 and specify which campus location you are inquiring about.