

STATE BUILDING PREMISE PERMIT

For use on premises owned/leased by the Department of Administrative Services (DAS). After state business hours, use of building premises will require additional services and fees. Please call DAS, Facilities, Building Premise Permit, (503) 378-3664 for information.

DAS may permit occasional use of available space or rooms by persons or organizations when doing so is not contrary to any applicable law or policies of the State, or disruptive to the operations of the building or State government. Such use of premises shall be subject to restrictions as deemed necessary by State, and payment of fee, where applicable, under this Policy pursuant to OAR 125-63-030 and OAR 125-80-010.

USER PLEASE COMPLETE ----PLEASE PRINT

APPROVAL IS CONTINGENT UPON RECEIPT OF THIS COMPLETED AND SIGNED PERMIT.

Agency/State Employee Public/Government Private Non-Profit

BUILDING NAME: _____

EVENT/FUNCTION:

Date(s) of Event: _____ **Begin:** _____ am/pm and **End:** _____ am/pm.

(User's custody begins the moment User takes possession and ends when the State regains possession.)

Organization Name: _____ **Phone:** _____

Organization Address: _____ **City:** _____ **Zip:** _____

Contact Person: _____ **Work Phone:** _____ **FAX:** _____ **Res:** _____

Contact Person's Address: _____ **City:** _____ **Zip:** _____

(Section/Floor--if applicable)

* Reason for use of premises: _____

* Specific location requested for event: _____

* Detailed description of set-up and equipment to be used: (electricity, tables, food, etc.)

* Expected number of participants: _____

The State of Oregon, acting by and through the Department of Administrative Services, hereafter is referred to as STATE, and _____, hereafter is referred to as USER.

(name of contact person or group name)

* **User agrees to:**

1. Not serve nor bring alcoholic beverages, illegal substances or weapons on state premises.
2. Not affix banners, signs, or other items to walls, doors or interior structures. Such items can be free standing, placed on easels, or attached to tables.
3. Maintain premises in good condition. (garbage, trash picked up)
4. Provide set up, and take down of tables, chairs, and/or items or equipment.
5. Not hinder foot traffic on premises, nor block any fire exits.

6. Comply with County Health Department requirements on food sales. If food is commercially prepared and wrapped it may be sold to the public, otherwise, in areas accessible to the public, post a large sign stating: NO SALES WILL BE MADE TO THE PUBLIC.
7. No use of open flame devices on premises.
8. Secure electrical cords safely to prevent accidents.
9. No smoking except outside building in designated areas.
10. User shall not permit any activity likely to endanger personal safety or property on premises.
11. If applicable, the fee for use of meeting rooms shall be set by Department of Administrative Services, Facilities, Operations and Maintenance, (503) 378-3664. User shall pay rental use fee **PRIOR** to use of premises.
12. Any cancellations must be made as soon in advance as possible to allow rescheduling.
13. The State reserves the right to cancel or alter any scheduled or reserved uses of any premise when it considers it necessary for public safety.
14. **Coordinate all requests through the Building Reservation Coordinator where the activity will be held. This person must sign this form PRIOR to it being forwarded to the DAS Facilities, O&M section.**

Your Building Reservation Coordinator:

Section/Flr: _____ Phone# _____

Lobby Availability Approved By _____ Date _____

- * User has approvals from any involved state agencies.
- * User guarantees non-interference with the business of the state agency occupying the facility.
- * In consideration for use of the described premises, the User agrees to be responsible for any physical damage or loss, ordinary wear and tear excepted, to described premises, due to its official actions while occupying the premises.
- * User shall indemnify, defend and hold harmless the State, Department, its officers, agents, and employees from all claims, suits, or actions of any nature arising out of the use of the property by the User, its officers, subcontractors, agents, employees or invitees.
- * User shall obtain, at User's expense, and keep in effect during the term of the permit, General Liability Insurance covering bodily injury and property damage. This insurance shall include contractual liability coverage for indemnity provided under this agreement. Combined single limit per occurrence shall not be less than \$100, 000,000, or the equivalent. As evidence of this coverage, the User shall furnish a Certificate of Insurance to the State prior to its approval of this agreement. ____ Applicable; ____ Non-Applicable (Determined by the State)

- * This agreement may be terminated prior to the end of the permit period by either party upon five calendar days notice in writing to the other party. Notice does not start to run until receipt of notice. Immediate termination is allowable for substantial violation of terms of agreement.

Any additional costs to the State which result from this function, will be billed to USER.

Agency Authorized Representative: _____ Date: _____
(Building Representative)

USER:

COMPLETE, SIGN, AND RETURN THIS PERMIT TO THE BUILDING DESIGNATED RESERVATION AUTHORITY FOR APPROVAL PRIOR TO IT BEING SENT TO DAS FACILITIES/O&M AT THE ADDRESS BELOW.

USER: Organization Name (if applicable),

Event Name: _____ Event Date: _____

USER: Name: _____ Date: _____

Please send this agency authorized, USER signed and dated document to:

Building Premise Permit
DAS Facilities Division
Operations and Maintenance Section
1240 Ferry St. SE
Salem, OR 97301-4290
Phone: 503-378-3664
FAX: 503-373-7111