



## Conference Room Reservation Request Form

The Community Conference Rooms at UWCW are intended to serve as a gathering place for groups, events, and organizations. Our offices are conveniently located in downtown Portland near the MAX and streetcar line, parking garages, and some of the city's best restaurants.

We have four rooms available with capacity of 6-85 people. The larger rooms are ideal for meetings, events, and training sessions. The smaller rooms are great for smaller meetings or as breakout session rooms. Multiple rooms or all rooms can be rented simultaneously for larger events.

To request a room and get more information, please complete the following:

**These rooms are available for rent Monday, Wednesday, 8:30 a.m. – 4:30 p.m. Friday, 8:30 am – 2:30 pm.**

### Community Conference Rooms are as follows:

Room	# People	Check Room Requested
101	4 to 6	
102	18 (seated) 30 (standing)	
103 Includes kitchenette	32-75 (seated) Up to 85 standing	
104	4 to 6	

1. Describe the event you will be hosting:

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2. What date(s) and time(s) are you requesting? (Include 30 minutes before and after the event for set up and clean up).

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3. How many people are participating? (Liability insurance required with groups greater than 20).

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4. Will you be serving alcohol? If yes, please see our Alcohol Policy.
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5. Will you be serving food? If yes, do you require a caterer reference? United Way supports our locally owned small businesses for partnership on service.
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6. Do you anticipate bringing in any equipment that will require special connections or space? If yes, please describe:
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7. UWCW has AV equipment available, no laptops, please provide your own. Please indicate if you need the following:
- Conference speaker phone
  - Projector & Screen
- Laptops require HDMI port to connect to projector.  
For MAC/Apple products, please bring HDMI compatible connectors.
8. Please provide the contact information for this request:
- ORGANIZATION MAKING REQUEST: \_\_\_\_\_
- ORGANIZATION ADDRESS: \_\_\_\_\_
- PRIMARY CONTACT NAME, PHONE & EMAIL: \_\_\_\_\_
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9. Do you have a UWCW contact you typically have worked with? If so, please provide their name:
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10. Is your organization a 501c3? Yes/ No
11. Who is your organization's primary beneficiary or constituency?
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12. Are you planning on charging a fee to attendees?
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FUTURE**  
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Please note the following:

- Rental agreements are accepted no more than 90 days prior to the requested event
- Rental of conference rooms are not available during the month of August
- United Way of the Columbia-Willamette reserves the right to refuse rentals (a) in the event Renter does not pay the required rental fee at the specified time, (b) in the event that UWCW determines the event is of a political (UWCW is a non-partisan 501 C3 organization) or personal nature, (c) if UWCW does not receive the appropriate insurance documentation, or (d) if the event is associated with an illegal activity.
- Recurring events are not available at this time.
- Should Renter exceed the hours defined by rental agreement, maximum fee does not apply and hourly rate will be charged based on actual hours of occupation.  
10% discount provided for multiple room rental.

Thank you for providing this information; this will allow us to assess if we can meet your event needs. We will be contacting you shortly. E-mail form to [meetingroom@unitedway-pdx.org](mailto:meetingroom@unitedway-pdx.org). For questions, call 503 228-9131.