



OREGON STATE LIBRARY

Library Administrative Services, 250 Winter St. NE, Room 203, Salem, Oregon 97301; Phone (503) 378-2464, FAX (503) 585-8059, email: jessica.rondema@state.or.us, website: www.oregon.gov/OSL

NOTE: PLEASE COMPLETE THIS AGREEMENT AND RETURN TO LIBRARY ADMINISTRATIVE SERVICES BEFORE YOUR SCHEDULED DATE

AUTHORIZED REPRESENTATIVE:

#Name? _____

EVENT ID: #Name? _____

ORGANIZATION:

#Name? _____

EVENT DATES:

#Name? _____

SPACE REQUESTED:

#Name? _____

GUIDELINES AND CHECKLIST FOR USE OF CONFERENCE ROOMS

Equipment Checklist (check all you will be using)

- o Internet connection (wireless only).
- o Handheld microphone.
- o Flip Chart stand (paper and markers are *not* provided).
- o Power Point projector in Room 103.
- o Portable projection screen in Room 102.
- o Projection screen in Room 103.
- o Telephone connection. Make arrangements for long distance fees to be charged to your agency or business.
- o TV/VCR in Room 102.
- o No equipment needed.

Conference Room Usage

- Alcoholic beverages and smoking are prohibited in the State Library building.
- User must leave the room clean and in the same order as the room was originally found.
- Activity shall be held between 7:30 am and 5:00 pm Monday through Friday, unless otherwise authorized by the State Librarian. No overnight use is permitted.
- Activities must comply with the laws regarding public access and safety.
- Activities must comply with the capacity limits of the rooms.
- Signs may be posted in the wall sign outside the room door.
- No table or display is allowed to obstruct doors or foot traffic to the elevator or restrooms.
- Sound levels may not hinder day-to-day business.
- No admission may be charged for events held in the State Library.
- Access for citizens to attend or do business in the State Library will be available at all times.
- Requests for reasonable accommodation must be provided by the users.

Emergency Notification A defibrillator is location on the first floor outside of the Conference Rooms (west side).

- Fire Alarm: Everyone is to evacuate the building by the west entrance (Winter Street door).
- Earthquake: Everyone is to duck under a table or stand in a doorframe area until the movement stops. Evacuate the building by the west entrance (Winter Street door).

Restrooms

- Restrooms are available on the opposite wall from the conference rooms.

Room Reservations and Costs

- Call the Administration Office of the State Library to make room reservations.
 - Reservations are made on a first come first served basis only.
 - Weekend reservations may not be scheduled without the approval of the State Librarian. Custodial time and heat/air required for weekend use will be billed to the user.
 - Cancellations must be made at least 24 hours before the scheduled event or the fee will be assessed. Cancellations or changes in scheduling must be made by contacting the Administration Office.
- Costs: Room 102: \$40 (1-4 hours), \$60 (4+ hours)
Room 103: \$60 (1-4 hours), \$90 (4+ hours)
Combined: \$90 (1-4 hours), \$130 (4+ hours)
Additional Services and/or extra clean-up: \$35.00

- A fee for clean-up will be assessed to the user if the room is left unsatisfactorily.
- A fee will be assessed to the user for damage to any equipment used.
- The State Librarian has sole authority to waive a room reservation fee.
- The State Library reserves the right to require a security deposit or to demand that rent for conference room use be paid in advance.

Seating Capacity

- Room 102: maximum 20 persons.
- Room 103: maximum 50 persons.
- Combined: maximum 70 persons.

Food and Beverage

- Food and beverages are allowed in the conference rooms.
- No restrictions on choice of caterer or food provider.
- Vending machines are available in the basement staff lounge.
- User is responsible for clean-up or a \$35 fee will be assessed.

Conference Room Maintenance

- All equipment must be returned to storage areas.
- Tables and chairs returned to a rectangular shape with seating on the outside.
- User is responsible for clean-up of catering equipment. Remove catering items to the basement staff lounge. Call caterer to pick up equipment. Otherwise, you will be charged a \$35 fee.
- Wipe tables and chairs clean of any excess debris.
- Erase white boards.
- Place waste paper in receptacles. Recycle pop cans in the basement staff lounge.

I (or the Organization I represent) have read this document and agree that I will observe all State Library room use rules, and will pay the costs incurred. I will hold the State Library harmless for any malfunction, injury, liability, or property damage arising from or occurring during the event. I further certify the organization, if any, has an open membership without restrictions for race, color, creed or sex.

X

AUTHORIZED REPRESENTATIVE

DATE