



LAND BOARD HEARING ROOM RESERVATION AND USE POLICY

The Department of State Lands (DSL) has one hearing room available for use by other state and local government agencies.

- **There are no services provided with the room reservation**
- **The room is set-up in hearing room fashion with open walls**
- **The walls must remain open**

Capacity: 80 people maximum

Charge: There is no charge to building tenants or other state agencies. For all other entities the charges are:

\$100.00 for up to four (4) hours in length,
\$175.00 for a day (anything over 4 hours)

The Department reserves the right to charge any user for damages, additional cleaning, or other costs incurred as a result of the event.

Hours: Room availability is 8:00am – 5:00pm Monday through Friday.

PLEASE NOTE: Land Board meetings take precedence over any other previously scheduled meeting, and as such, you may be notified that your room reservation has been withdrawn, and you will need to make other arrangements.

Check-in: The entity reserving the facility must designate a person responsible for coordination with DSL. **That person must check in and out with the DSL receptionist.** This designee will be responsible for the use of the facilities and must remain on the premises during the meeting.

Furniture: The Land Board Hearing Room is arranged as a public meeting room to accommodate board and commission meetings. Chairs are positioned in a hearing fashion. The room walls remain open.

Additional tables are not available. Folding chairs are available for use, but will need to be put back when finished using them. Rearranging the furniture is allowed. **HOWEVER, THE ROOM MUST BE RETURNED TO ITS ORIGINAL LAYOUT.**

Phones: DSL office phones are not available for use. DSL will only deliver **emergency** telephone messages to groups using the room.

Equipment: The agency does not supply fax, overhead, slide projector, flip-chart easels, sound system, phones or any audio-visual equipment.

Copies: Please bring sufficient materials for your meeting and ask presenters or participants to do the same; **copy machines are not available for use.**



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Food/Drink: **ABSOLUTELY NO FOOD ALLOWED IN THE LAND BOARD HEARING ROOM.** Beverages are allowed. There is no coffee service in this building; therefore you will need to contact an outside vendor. All handouts, beverage containers, and other items brought to the meeting are expected to be removed or disposed of in waste containers after the meeting. If you are planning a meeting that includes lunch or break food service we suggest you make arrangements for an alternate site to accommodate your special needs.

Walls: **No** signs, notices, etc., are to be posted or taped on the walls or doors. DSL will provide an easel outside the door for notices. Please do not remove paintings or other objects belonging to DSL from the walls.

Parking: Parking passes **are not** available from our office. Parking spaces are available on Summer Street and time can be purchased at conveniently placed kiosks with cash or debit/credit cards.

Cancellation: Cancellation less than 24 hours in advance and “no shows” will be charged \$75.00.

Individuals or agencies not complying with this policy may be denied future use of the room.

I have read and understand these policies and agree to follow them for the meeting scheduled below:

MEETING NAME: _____

DATE & TIME: _____

DURATION: Up to 4 hours (\$100.00)
 Over 4 hours (\$175.00)
 State Agency (no charge)

Contact: _____

Date: _____

Agency/Entity: _____

Contact phone: _____

Contact email: _____

Signature: _____

This request form must be dated, signed and returned to the DSL receptionist to confirm and hold the reservation. Completed forms may be emailed to reception@dsl.state.or.us or faxed to 503-378-4844; Attention: Receptionist.

Contact Information: DSL Reception
Phone: 503-986-5200
Email: reception@dsl.state.or.us