

STATE AGENCY MEETING ROOMS

ADMINISTRATIVE SERVICES (DAS)

Address DAS East Building 1225 Ferry Street SE Salem, OR 97301 Scheduling Contact Name: Facilities Helpdesk Email: facilities.helpdesk@das.oregon.gov Phone: 503-378-3664 Updated: 6-12-2025	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
	E Bachelor Butte	8	Microsoft Teams, Wi-Fi, whiteboard *	None
	E Mt. Steens	8	Microsoft Teams, Wi-Fi, whiteboard *	None
	E Mt. Jefferson	15	Microsoft Teams, Wi-Fi, whiteboard *	None
	E Mt. Mazama	26-60	Microsoft Teams, Wi-Fi, whiteboard, tables or conference style *	None
	E Mt. Neahkahnie	30	Microsoft Teams, Wi-Fi, whiteboard *	None
	E Olallie Butte	8	Microsoft Teams, Wi-Fi, whiteboard *	None
	E Wallowa Mts.	12	Microsoft Teams, Wi-Fi, whiteboard *	None

*Please give as much notice as possible. No requirement for how far in advance rooms can be reserved. Regularly reoccurring meetings discouraged. Rooms should be left clean and in same condition as found (map/layout of room is posted in each room displaying how tables and chairs should be arranged). DAS reserves right to "bump" if necessary (unlikely).

Address DAS Executive Building 155 Cottage St NE Salem OR 97301 Scheduling Contact Name: Marina Mitsuk Email: marina.mitsuk@das.oregon.gov Phone: 503-378-5797 Updated: 7-11-2025	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Salmonberry (First Floor)	8	Microsoft Teams, Wi-Fi, whiteboard **	None
	Rhododendron (First Floor)	8	Microsoft Teams, Wi-Fi, whiteboard **	None
	Fremont (Second Floor)	16	Microsoft Teams, Wi-Fi, whiteboard **	None
	Training (Second Floor)	50	Microsoft Teams Large package + Projector, Wi-Fi, whiteboard **	None

**Food and drinks allowed. Dispose of all trash and leave rooms clean. NO parking in any numbered spaces in parking structure - metered or street parking only. DAS reserves right to "bump" if necessary (unlikely).

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<u>Address</u> DAS Print Plant Building 550 Airport Rd. Salem, OR 97301 <u>Scheduling Contact</u> Name: Email: ets.adminrequests@oregon.gov Phone: 503-378-4807 Updated: 10-1-2025	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Explorer	36	PolyCom multi-directional speaker telephone, whiteboard, ceiling-mounted InFocus projector**	None
	Firefox	23	PolyCom multi-directional speaker telephone, whiteboard, ceiling-mounted InFocus projector**	None
	Chrome	15	PolyCom multi-directional speaker telephone, whiteboard**	None
	Gigahertz	12	PolyCom multi-directional speaker telephone, whiteboard** <i>Located inside a badged-entry area where an escort is required</i>	None
	Terahertz	23	PolyCom multi-directional speaker telephone, whiteboard** <i>Located inside a badged-entry area where an escort is required</i>	None
	Kilohertz	12	PolyCom multi-directional speaker telephone, whiteboard** <i>Located inside a badged-entry area where an escort is required</i>	None
<u>Address</u> 550 Building 550 Capitol St. NE Salem, OR 97301 <u>Scheduling Contact</u> Name: Facilities Helpdesk Email: Facilities.helpdesk@das.oregon.gov Phone: 503-378-3664 Updated: 12-11-2025	Meitner	125	Microsoft Teams Large package + Projector, Wi-Fi, whiteboard **	None

**Food and drinks allowed. Dispose of all trash and leave room clean. Please reset the room to the original configuration before leaving. No parking in any numbered spaces in parking lot - metered or street parking only. ODOE has first choice.

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AGRICULTURE

Address 635 Capitol St SE Salem, OR 97301 Scheduling Contact Name: Director's Office Email: n/a Phone: 503-986-4552 Updated: 2-6-2020	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	C	10-18	Phone, Wi-Fi, whiteboard, feel free to bring your own equipment	None
	D	35	Phone, Wi-Fi, whiteboard, feel free to bring your own equipment	None

ANDERSON READINESS CENTER (ARC)

Address 3225 State St. NE Salem, OR 97301 Scheduling Contact Name: Chris Peterson Email: Phone: 503-584-2976 Updated: 6-14-2018	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Assembly Hall	275	Projector, screen, PA system – no internet	\$50/hr.
	114	165	Projector, screen, PA system – no internet	\$200/day
	172	35	Projector, screen, internet	\$100/day

CONSUMER AND BUSINESS SERVICES / LABOR AND INDUSTRIES (DCBS)

Address 350 Winter St. NE Salem, OR 97301 Scheduling Contact Name: DCBS Stockroom Email: DCBS.Stockroom@dsbs.oregon.gov Phone: 503-947-7954 Scheduling Time Information The L&I Building is open Monday to Friday, 8am to 5pm. Conference	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	A	20	Whiteboard, Wi-Fi	None
	B	30	Whiteboard, Wi-Fi	None
	E	35	Whiteboard, Wi-Fi, projector screen	None
	F	61	Whiteboard, Wi-Fi, projector screen (can only book within 30 days of event)	None

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rooms can only be booked during these days and hours, and a Policy User Agreement Form is required before booking. Updated: 7-1-2025 *Conference room 260 closed until further notice*	260	150	Whiteboard, Wi-Fi, projector screen, sound system, smartboard, computer	None
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EDUCATION

Address 225 Capitol St. NE Salem, OR 97301 Scheduling Contact Name: Elena Mandujano Email: elena.n.mandujano@state.or.us Phone: 503-947-5811 Updated: 6-5-2018	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Basement A	100	Wi-Fi, Whiteboard, Projector/Screen, Conference phone. Can be booked 30 days in advance.	None
	Basement B	18	Wi-Fi, Whiteboard, Projector/Screen, Conference phone. Can be booked 30 days in advance.	None
	Basement C	15	Wi-Fi, Whiteboard, Projector/Screen, Conference phone. Can be booked 30 days in advance.	None

EMPLOYMENT

Address 875 Union St NE Salem, OR 97301 Scheduling Contact Name: Megan Butler, Savannah Dieleman Email: megan.t.butler@employ.oregon.gov savannah.dieleman@employ.oregon.gov Phone: 503-947-1659 Updated: 10-1-2025 *Open for Oregon state agencies only	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
	Auditorium	145	Internet (cable/Wi-Fi), touch system at podium, projector, DVD Player, laptop hookups, lighting controls and microphones at podium	None

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FIRE MARSHAL/STATE POLICE

<u>Address</u>	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
<u>3565 Trelstad Ave. SE, Building 2</u> <u>Salem, OR 97317</u> <u>Scheduling Contact</u> Name: Mindy McCartt, Communications Director Email: mindy.mccartt@state.or.us Phone: 503-984-0234 Updated: 6-11-2018	McClain Conference Room	30-35	Projector, Conference Phone Parking can be tight, but is free Building 2 is around the back, behind the main Headquarters building	None

FISH AND WILDLIFE

<u>Address</u>	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
<u>4034 Fairview Industrial Dr. SE</u> <u>Salem, OR 97302</u> <u>Scheduling Contact</u> Name: Receptionist Email: ODFWCONFERENCE@odfw.oregon.gov Phone: 503-947-6116 Updated: 10-1-2025	Commission	150	Phone, projector screen, data connection** -No food allowed -Feel free to bring your own equipment. Rearranging is acceptable but room must be cleaned up before leaving	None
	Classroom	50	Projector, screen, phone, data connection. ** -Book this room is you want to have food at meeting -Rearranging is acceptable but room must be cleaned up before leaving.	None
	Steelhead	15	Phone, data connection, dry erase board**	None

**Can be booked up to 90 days in advance. Advance booking is encouraged. Policy agreement form will need to be filled out.

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FORESTRY

Address 2600 State St. NE, Building C Salem, OR 97301 Scheduling Contact Name: Teresa Willsey Email: teresa.willsey@state.or.us Phone: 503-945-7200 Updated: 6-11-2018 <i>*See additional document for details</i>	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
	Tillamook	35	Conference phone, Wi-Fi, screen; Can only book within 30 days of event Restrictions*: -No ODF computers, projectors, overheads, flipcharts, copy machines, or telephone support services available -Computers may not be connected to ODF network -No long-distance calls with conference phone -Invited participants only – no public meetings -Limited parking -No food allowed -No amplification devices allowed	None
	Clatsop	15	See above	None

LAND CONSERVATION AND DEVELOPMENT (DLCD)

Address 635 Capitol St. NE Salem, OR 97301 Scheduling Contact Name: Tamara Linde or Jess Miller Email: tamara.linde@dlcd.oregon.gov or jess.k.miller@dlcd.oregon.gov Phone: 503-373-0050 x0 Updated: 10-16-2025	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Hearing Room (Basement)	120	100 chairs, 2 conference tables, screens	None

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LIBRARY

Address 250 Winter St. NE Salem, OR 97301 Scheduling Contact Email: conference.rooms@state.or.us Phone: 503-378-5015 Updated: 10-30-2023 <i>*See website and additional document for details</i>	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
	102	20	Included: Wi-Fi, Upon request: easel/flip chart stand (paper/pens not included), additional chairs, podium, portable projector and screen, Polycom unit, whiteboard	\$10/hour
	103	50	Included: Wi-Fi, podium, projector and screen, wireless microphone and sound system, DVD player, whiteboard Upon request: easel/flip chart stand (paper/pens not included), additional chairs, Polycom unit	\$15/hour
	102 and 103 combined (removeable wall between rooms)	70	Included: Wi-Fi, additional chairs, podium, projector and screen, wireless microphone and sound system, DVD player, whiteboard Upon Request: easel/flip chart stand (paper/pens not included), portable projector and screen, Polycom unit	\$20/hour

REVENUE

Address 955 Center St. NE Salem, OR 97301 Scheduling Contact Email: dor.facilities@oregon.gov Phone: 503-945-8017 Updated: 9-6-2023	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Alfreda Bales Conference Room (1 st floor near café)	64	Data jack, projector – room is mostly windows*	None
* Can be reserved up to 6 months in advance. Need at least 1 days' notice to schedule.				

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STATE LANDS

Address	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
<u>775 Summer St. NE</u> <u>Salem, OR 97301 Ste. #100</u> Scheduling Contact Name: Megan Sauer Email: megan.sauer@dsl.oregon.gov Phone: 503-986-5200 Updated: 9-11-2025	Land Board Hearing Room	80	-Large screen with HDMI hookup provided. -Rearranging furniture allowed but must be returned to original position. -Signed policy required. -ABSOLUTELY NO FOOD ALLOWED IN THE LAND BOARD HEARING ROOM. -DSL building entrances are locked. The designee is responsible for attending the front door entrance to allow attendees into the building. -Paid city parking available on Summer Street. -Public Wi-Fi available.	None

TRANSPORTATION

Address	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
<u>355 Capitol St. NE</u> <u>Salem, OR 97301</u> Scheduling Contacts Kayla Brinlee Kayla.r.brinlee@odot.state.or.us 503-986-3452 Updated: 10-30-2023 <i>*See additional document for details</i>	239, 241, 339, 341, 439, 441	12	-Wall mounted projector -Blu-ray/DVD player -Electronic whiteboard system projection system with audio, remote, table access units -Dedicated in-room computers -Electronic Smart Board -Whiteboard	None
	240, 340, 440	24	-Ceiling mounted projector -Blue Ray DVD player -Video conferencing system; with audio, projection screen system, remote, floor box access units -Dedicated in-room computers -White Board	None

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VETERANS AFFAIRS

Address 700 Summer St. NE Salem, OR 97301 Scheduling Contact Name: Mary Dirks Email: dirksm@odva.state.or.us Phone: 503-373-2071 Updated: 6-13-2018	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Auditorium	95	Overhead projector, guest WI-FI, microphone, conference phone, sidearm writing tables on seats - Can schedule up to within a week of use - Can cancel within a week of use - No food or drink in auditorium. Coffee/donuts allowed outside room.	none