

# STATE AGENCY MEETING ROOMS

## ADMINISTRATIVE SERVICES (DAS)

<b>Address</b> DAS East Building <a href="#">1225 Ferry Street SE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Facilities Helpdesk <b>Email:</b> <a href="mailto:facilities.helpdesk@das.oregon.gov">facilities.helpdesk@das.oregon.gov</a> <b>Phone:</b> 503-378-3664  <b>Updated:</b> 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

\* As much notice as possible is appreciated. 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).

<b>Address</b> DAS Executive Building <a href="#">155 Cottage St NE</a> <a href="#">Salem OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Marina Mitsuk <b>Email:</b> <a href="mailto:marina.mitsuk@das.oregon.gov">marina.mitsuk@das.oregon.gov</a> <b>Phone:</b> 503-378-5797  <b>Updated:</b> 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).

# STATE AGENCY MEETING ROOMS

<b><u>Address</u></b> DAS Print Plant Building <a href="#">550 Airport Rd.</a> <a href="#">Salem, OR 97301</a>  <b><u>Scheduling Contact</u></b> <b>Name:</b> Kristi Snyder <b>Email:</b> <a href="mailto:Kristi.snyder@oregon.gov">Kristi.snyder@oregon.gov</a> , <a href="mailto:ets.adminrequests@oregon.gov">ets.adminrequests@oregon.gov</a> <b>Phone:</b> 503-378-4807 <b>Updated:</b> 6-19-2018	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*** <b><i>Located inside a badged-entry area where an escort is required</i></b>	None
	Terahertz	23	PolyCom multi-directional speaker telephone, whiteboard*** <b><i>Located inside a badged-entry area where an escort is required</i></b>	None
	Kilohertz	12	PolyCom multi-directional speaker telephone, whiteboard*** <b><i>Located inside a badged-entry area where an escort is required</i></b>	None
<b><u>Address</u></b> 550 Building <a href="#">550 Capitol St. NE</a> <a href="#">Salem, OR 97301</a>  <b><u>Scheduling Contact</u></b> <b>Name:</b> Facilities Helpdesk <b>Email:</b> <a href="mailto:Facilities.helpdesk@das.oregon.gov">Facilities.helpdesk@das.oregon.gov</a> <b>Phone:</b> 503-378-3664  <b>Updated:</b> 7-11-2025	Meitner	125	Microsoft Teams Large package + Projector, Wi-Fi, whiteboard **	None
**Food and drinks allowed. Dispose of all trash and leave room clean. NO parking in any numbered spaces in parking lot - metered or street parking only. ODOE has first choice.				

# STATE AGENCY MEETING ROOMS

## AGRICULTURE

<b>Address</b> <a href="#">635 Capitol St SE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Director's Office <b>Email:</b> n/a <b>Phone:</b> 503-986-4552 <b>Updated:</b> 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)

<b>Address</b> <a href="#">3225 State St. NE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Chris Peterson <b>Email:</b> <b>Phone:</b> 503-584-2976 <b>Updated:</b> 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

## BUSINESS OREGON

<b>Address</b> <a href="#">775 Summer St. NE, 2<sup>nd</sup> floor</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Brenda Fleming <b>Email:</b> <a href="mailto:Brenda.Fleming@oregon.gov">Brenda.Fleming@oregon.gov</a> (preferred method of contact) <b>Phone:</b> 503-986-0123 <b>Updated:</b> 6-13-2018  <i>*See additional document for details</i>	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
	CR-201	50	Phone, internet, Wi-Fi, projector screen, table. Teleconferencing and Polycom available for use with notice.  Fully executed "User Agreement" needed prior to scheduled meeting date. *	none
	CR-202	8	Phone. Teleconferencing and Polycom available for use with notice.  Fully executed "User Agreement" needed prior to scheduled meeting date. *	none

# STATE AGENCY MEETING ROOMS

## CONSUMER AND BUSINESS SERVICES / LABOR AND INDUSTRIES (DCBS)

<b>Address</b> <a href="#">350 Winter St. NE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> DCBS Stockroom <b>Email:</b> <a href="mailto:DCBS.Stockroom@dsbs.oregon.gov">DCBS.Stockroom@dsbs.oregon.gov</a> <b>Phone:</b> 503-947-7954 <b>Scheduling Time Information</b> The L&I Building is open Monday to Friday, 8am to 5pm. Conference rooms can only be booked during these days and hours, and a Policy User Agreement Form is required before booking. <b>Updated:</b> 7-1-2025  <b>*Conference room 260 closed until further notice*</b>	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
	260	150	Whiteboard, Wi-Fi, projector screen, sound system, smartboard, computer	None

## EDUCATION

<b>Address</b> <a href="#">225 Capitol St. NE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Elena Mandujano <b>Email:</b> <a href="mailto:elena.n.mandujano@state.or.us">elena.n.mandujano@state.or.us</a> <b>Phone:</b> 503-947-5811 <b>Updated:</b> 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

# STATE AGENCY MEETING ROOMS

## EMPLOYMENT

<b>Address</b> <a href="#">875 Union St NE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Megan Butler <a href="mailto:megan.t.butler@employ.oregon.gov">megan.t.butler@employ.oregon.gov</a> ) and Savannah Dieleman <a href="mailto:savannah.dieleman@employ.oregon.gov">savannah.dieleman@employ.oregon.gov</a>  <b>Phone:</b> 503-947-1436  <b>Updated:</b> 6-5-2024  <i>*See additional document for details</i>	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

## FIRE MARSHAL/STATE POLICE

<b>Address</b> <a href="#">3565 Trelstad Ave. SE, Building 2</a> <a href="#">Salem, OR 97317</a>  <b>Scheduling Contact</b> <b>Name:</b> Mindy McCartt, Communications Director <b>Email:</b> <a href="mailto:mindy.mccartt@state.or.us">mindy.mccartt@state.or.us</a> <b>Phone:</b> 503-984-0234 <b>Updated:</b> 6-11-2018	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	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

# STATE AGENCY MEETING ROOMS

## FISH AND WILDLIFE

<b>Address</b> <a href="#">4034 Fairview Industrial Dr. SE Salem, OR 97302</a>  <b>Scheduling Contact</b> <b>Name:</b> License Services Receptionist <b>Email:</b> <a href="mailto:ODFWCONFERCERMS@state.or.us">ODFWCONFERCERMS@state.or.us</a> , <a href="mailto:license.services@state.or.us">license.services@state.or.us</a> <b>Phone:</b> 503-947-6116 <b>Updated:</b> 6-20-2018  <i>*See additional document for details</i>	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
	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.

## FORESTRY

<b>Address</b> <a href="#">2600 State St. NE, Building C Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Teresa Willsey <b>Email:</b> <a href="mailto:teresa.willsey@state.or.us">teresa.willsey@state.or.us</a> <b>Phone:</b> 503-945-7200 <b>Updated:</b> 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

# STATE AGENCY MEETING ROOMS

	Clatsop	15	See above	None
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## HUMAN SERVICES

No rooms available. Due to limited space, only those employed at HSB can schedule/use conference rooms.

### Contact

**Name:** Andrew Wong

**Email:** [hsb.lobby@dhsosha.state.or.us](mailto:hsb.lobby@dhsosha.state.or.us), [andrew.wong@dhsosha.state.or.us](mailto:andrew.wong@dhsosha.state.or.us)

**Phone:** 503-945-6798

**Updated:** 6-11-2018

## LAND CONSERVATION AND DEVELOPMENT (DLCD)

<b>Address</b> <a href="#">635 Capitol St. NE</a> <a href="#">Salem, OR 97301</a>	<b>Room Name/Number</b>	<b>Seats</b>	<b>Available Equipment and Reservation Information*</b>	<b>Cost</b>
<b>Scheduling Contact</b> <b>Name:</b> Amanda Macnab (formerly Long) <b>Email:</b> <a href="mailto:Amanda.l.long@state.or.us">Amanda.l.long@state.or.us</a> <b>Phone:</b> 503-373-0050 x0 (direct: 503-934-0000 x40000) <b>Updated:</b> 6-13-2018  <i>*See additional document for details</i>	Hearing Room (Basement)	120	100 chairs, 2 conference tables, screens (diagram of room available on additional document*)	None

## LIBRARY

<b>Address</b> <a href="#">250 Winter St. NE</a> <a href="#">Salem, OR 97301</a>	<b>Room Name/Number</b>	<b>Seats</b>	<b>Available Equipment and Reservation Information*</b>	<b>Cost</b>
<b>Scheduling Contact</b> <b>Email:</b> <a href="mailto:conference.rooms@state.or.us">conference.rooms@state.or.us</a> <b>Phone:</b> 503-378-5015  <b>Updated:</b> 10-30-2023	102	20	<b>Included:</b> Wi-Fi, <b>Upon request:</b> easel/flip chart stand (paper/pens not included), additional chairs, podium, portable projector and screen, Polycom unit, whiteboard	\$10/hour
	103	50	<b>Included:</b> Wi-Fi, podium, projector and screen,	\$15/hour

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*See <a href="#">website</a> and additional document for details			wireless microphone and sound system, DVD player, whiteboard <b>Upon request:</b> easel/flip chart stand (paper/pens not included), additional chairs, Polycom unit	
	102 and 103 combined (removeable wall between rooms)	70	<b>Included:</b> Wi-Fi, additional chairs, podium, projector and screen, wireless microphone and sound system, DVD player, whiteboard <b>Upon Request:</b> easel/flip chart stand (paper/pens not included), portable projector and screen, Polycom unit	\$20/hour

## REVENUE

<b>Address</b>	<b>Room Name/Number</b>	<b>Seats</b>	<b>Available Equipment and Reservation Information</b>	<b>Cost</b>
<a href="#">955 Center St. NE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Email:</b> <a href="mailto:dor.facilities@oregon.gov">dor.facilities@oregon.gov</a> <b>Phone:</b> 503-945-8017 <b>Updated:</b> 9-6-2023	Alfreda Bales Conference Room (1 <sup>st</sup> 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.

## STATE LANDS

<b>Address</b>	<b>Room Name/Number</b>	<b>Seats</b>	<b>Available Equipment and Reservation Information*</b>	<b>Cost</b>
<a href="#">775 Summer St. NE</a> <a href="#">Salem, OR 97301 Ste. #100</a>  <b>Scheduling Contact</b> <b>Name:</b> Janet Seleznoff <b>Email:</b> <a href="mailto:janet.seleznoff@state.or.us">janet.seleznoff@state.or.us</a> <b>Phone:</b> 503-986-5200 <b>Updated:</b> 6-13-2018  <i>*See additional document for details</i>	Land Board Hearing Room	80	No equipment provided. Rearranging furniture allowed but must be returned to original position.	None



# STATE AGENCY MEETING ROOMS

## TRANSPORTATION

<b>Address</b> <a href="#">355 Capitol St. NE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contacts</b> Kayla Brinlee <a href="mailto:Kayla.r.brinlee@odot.state.or.us">Kayla.r.brinlee@odot.state.or.us</a> 503-986-3452  <b>Updated:</b> 10-30-2023 <i>*See additional document for details</i>	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
	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

## VETERANS AFFAIRS

<b>Address</b> <a href="#">700 Summer St. NE</a> <a href="#">Salem, OR 97301</a>  <b>Scheduling Contact</b> <b>Name:</b> Mary Dirks <b>Email:</b> <a href="mailto:dirksm@odva.state.or.us">dirksm@odva.state.or.us</a> <b>Phone:</b> 503-373-2071 <b>Updated:</b> 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