STATE LIBRARY OF OREGON

OPERATIONS | 250 Winter St. NE, Salem, Oregon 97301
PHONE (503) 378-5015 | FAX (503) 585-8059
EMAIL ConferenceRooms.SLO@slo.oregon.gov | WEBSITE www.oregon.gov/library

CONFERENCE ROOMS INFORMATION & TERMS OF USE

NAME _____ **TITLE** _____

ORG./AGENCY _____ **STATE AGENCY# (IF APPLICABLE)** _____

PHYSICAL ADDRESS _____

PHONE NUMBER _____ **EMAIL ADDRESS** _____

I (user), and the Organization/Agency I represent, understand that by reserving and/or using the State Library conference rooms, I certify that I have read this document and agree that I will observe all conference room terms of use, and will pay any and all costs incurred. I will hold the State Library harmless for any malfunction, injury, liability, property damage, or loss 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.

ROOM RESERVATIONS AND COSTS

- Reservations can be made online, by phone or email with Jessica Sokoloff at 503-378-5015 or ConferenceRooms.SLO@slo.oregon.gov
- Reservations are made on a first come first served basis, with priority to State Library events & staff.
- Activity shall be held between 8:00 am and 5:00 pm Monday through Friday, unless otherwise authorized by the State Librarian. If your reservation begins at 8 AM, please plan on only being able to enter the building at 8 AM. If your reservation ends at 5 PM, please plan on vacating the conference room at 5 PM. No overnight use is permitted.
- 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.
- 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 fee for conference room use be paid in advance.

Usage Fees & Capacities

Room 102 (20 person max): $10 per hour
Room 103 (30 person max): $15 per hour
Combined (50 person max): $20 per hour
Room 223 (24 person max): $15 per hour
Additional Services: minimum of $35

- Extra clean-up
- Equipment or facilities damage
- Exceeding room capacity
- Vendor handling
- Exceeding scheduled time

USAGE REQUIREMENT & RESTRICTIONS

- Requests for reasonable accommodation must be provided by the user.
- Citizen access to the State Library cannot be disrupted.
- Alcoholic beverages and smoking are prohibited.
- Activities must comply with the laws regarding public access and safety.
- Activities must comply with the capacity limits of the rooms.
- No table or display is allowed in hallway/restroom area outside of rooms. Permission is needed to place tables in lobby.
- Sound levels may not hinder day-to-day business.
- No admission may be charged for events held in the State Library.
- Print services are not available. Users must print their own materials prior to using the conference rooms.

RESTROOMS

- Restrooms on the first floor are available on the opposite wall from the conference rooms and down the hall on the second floor.
- Gender neutral restrooms available upon request.

FOOD AND BEVERAGE

- Food and beverages are allowed in the conference rooms.
- No restrictions on choice of caterer or food provider.

Equipment & Services Available

Room 102:

- Internet Connection (guest WiFi)
- Portable White Board
- Large monitor with conference webcam, computer hook-ups, and virtual meeting capabilities.
- Mobile Podium (upon request)

Room 103:

- Internet Connection (guest WiFi)
- Large monitor with conference webcam, computer hook-ups, and virtual meeting capabilities.
- Mobile Podium
- Handheld microphone and sound system
- White board (available upon request)

ROOM 223:

- Internet Connection (guest WiFi)
- Large monitor with conference webcam, computer hook-ups, and virtual meeting capabilities.

Accommodation & Emergency Notification

- The State Library conference rooms are accessible via ramp.
- 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 door frame area until the movement stops. Evacuate the building by the west entrance (Winter Street door). DO NOT EXIT TOWARDS THE CAPITOL MALL.

User Conference Room Maintenance

Users must leave the room clean and in the same order as the room was originally found. If not completed, user may be subject to appropriate fees (see above).

1. All equipment must be returned to storage areas.
2. The first-floor conference room tables and chairs returned to a rectangular shape with seating on the outside.
3. The second-floor conference room tables and chairs returned to classroom style arrangement.
4. User is responsible for cleaning up the equipment. Call caterer to pick up equipment.
5. Wipe tables and chairs clean of any excess debris.
6. Erase whiteboards.
7. Place wastepaper in receptacles.

Cancellations

- Library entities have equipment and room priority. If the room your group has reserved is required for use by the State Library, every effort will be made to find an alternative room for you in the Library.
- Reservations may be cancelled by the State Library for any reason with a minimum of a 24 hours' notice. Cancellations must be made at least 24 hours in advance of the scheduled event or the full conference room fee will be assessed. Only the State Librarian can waive the usage fee.
    - Cancellations or changes in scheduling must be made by contacting the Operations Support Specialist either through the online booking engine, via email, or by phone. Users will receive confirmation, and invoice if applicable.
- No fees will be assessed if the building is closed (by Oregon Department of Administrative Services) due to inclement weather or emergency.

Signature _____ **Date** _____

Please sign and return within five business days. This agreement will be kept on file for future reservations.

Email: ConferenceRooms.SLO@slo.oregon.gov | **Fax** (503) 585-8059
Mail: State Library of Oregon / Attn: Operations Support Specialist / 250 Winter St. NE / Salem, OR 97301