



# STATE LIBRARY OF OREGON

OPERATIONS | 250 Winter St. NE, Salem, Oregon 97301

PHONE (503) 378-2814 | FAX (503) 585-8059

EMAIL [conference.rooms@state.or.us](mailto:conference.rooms@state.or.us) | WEBSITE [www.oregon.gov/library](http://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 by email with Ashley Wilsey at 503-378-5015 or [ashley.wilsey@slo.oregon.gov](mailto:ashley.wilsey@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. 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  
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.

### RESTROOMS

- Restrooms are available on the opposite wall from the conference rooms.
- 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 (public WiFi)
- Portable White Board
- Portable projection screen and projector – upon request

### ROOM 103:

- Internet Connection (public WiFi)
- Projector and built-in screen
- Mobile Podium
- Handheld microphone and sound system
- White board (located behind screen: cannot be used simultaneously)
- Polycom unit

## ACCOMMODATION & EMERGENCY NOTIFICATION

- The State Library conference rooms are accessible via ramp.
- A defibrillator is located 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

User 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. Tables and chairs returned to a rectangular shape with seating on the outside.
3. User is responsible for clean-up of catering equipment. Call caterer to pick up equipment.
4. Wipe tables and chairs clean of any excess debris.
5. Erase white boards.
6. Place waste paper 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 a 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.

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**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

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

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**MAIL:** State Library of Oregon / Attn: Operations Support Specialist / 250 Winter St. NE / Salem, OR 97301