

STATE AGENCY MEETING ROOMS

ADMINISTRATIVE SERVICES (DAS)

<p>Address DAS East Building 1225 Ferry Street SE Salem, OR 97301</p> <p>Scheduling Contact Name: Pedi McNeil Email: petra.mcNeil@oregon.gov Phone: 503-378-4092</p> <p>Updated: 2-6-2020</p>	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	E Bachelor Butte	8	Phone, Internet, Wi-Fi, whiteboard *	None
	E Mt Steens	8	Phone, internet, Wi-Fi, whiteboard *	None
	E Mt. Jefferson	15	Phone, Internet, Wi-Fi, computer, TV monitor *	None
	E Mt. Mazama	26-60	Phone, smartboard (computer/projector) Internet, Wi-Fi, tables or conference style *	None
	E Mt. Neahkahnie	30	Phone, Internet, Wi-Fi, whiteboard, 32" TV monitor, computer *	None
	E Olalie Butte	8	Phone, Internet, Wi-Fi, whiteboard *	None
	E Wallowa Mts.	12	Phone, Internet, Wi-Fi, computer, TV monitor *	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).

<p style="text-align: center;">UNDER CONSTRUCTION – CONFERENCE ROOMS WILL BE AVAILABLE IN 2025</p> <p>Address DAS Executive Building 155 Cottage St NE Salem OR 97301</p> <p>Scheduling Contact Name: Marina Mitsuk Email: marina.mitsuk@oregon.gov Phone: 503-378-5797</p> <p>Updated: 9/6/2023</p>	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
	Conference Room A	35	Large Surface Hub computer, conference phone, internet, Wi-Fi **	None
	Conference Room B	35	Smart Board computer/projector, whiteboard, conference phone, internet, Wi-Fi **	None
	HRSD	15-20	Smart Board computer/projector, whiteboard, conference phone, internet, Wi-Fi **	None
	SFMS	15-20	Smart Board computer/projector, whiteboard, conference phone, internet, Wi-Fi **	None
	TC3	10-12	Computer, whiteboard, conference phone, internet, Wi-Fi **	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. If you bring your own electronics/devices, call ahead to make sure they are compatible.

STATE AGENCY MEETING ROOMS

Address	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
DAS Print Plant Building 550 Airport Rd. Salem, OR 97301 Scheduling Contact Name: Kristi Snyder Email: Kristi.snyder@oregon.gov , ets.adminrequests@oregon.gov Phone: 503-378-4807 Updated: 6-19-2018	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

AGRICULTURE

Address	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
635 Capitol St SE Salem, OR 97301 Scheduling Contact Name: Director's Office Email: n/a Phone: 503-986-4552 Updated: 2-6-2020	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

STATE AGENCY MEETING ROOMS

ANDERSON READINESS CENTER (ARC)

Address	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
Address 3225 State St. NE Salem, OR 97301 Scheduling Contact Name: Chris Peterson Email: Phone: 503-584-2976 Updated: 6-14-2018	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

Address	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
Address 775 Summer St. NE, 2nd floor Salem, OR 97301 Scheduling Contact Name: Brenda Fleming Email: Brenda.Fleming@oregon.gov (preferred method of contact) Phone: 503-986-0123 Updated: 6-13-2018 <i>*See additional document for details</i>	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)

Address 350 Winter St. NE Salem, OR 97301 Scheduling Contact Name: Paulo Chavez Email: apolonio.r.chavez@oregon.gov Phone: 503-947-7066 Updated: 6-6-2018	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

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

STATE AGENCY MEETING ROOMS

EMPLOYMENT

Address 875 Union St NE Salem, OR 97301	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
Scheduling Contact Name: Vera Helbert and Renee Brown (job share - each there ½ week) Email: Vera.M.HELBERT@oregon.gov and renee.l.braun@oregon.gov Phone: 503-947-1458 Updated: 5-6-2018 <i>*See additional document for details</i>	Auditorium	145	Internet (cable/Wi-Fi), touch system at podium, projector, DVD Player, laptop hookups, lighting controls and microphones at podium	None
	Room 102A	12	Smart TV, Whiteboard, Conference phone	None

ENERGY

No rooms available. Only those employed at ODOE can schedule/use conference rooms.

Scheduling Contact

Name: Stacy Heuberger

Email:

stacy.heuberger@oregon.gov

Phone: 503-378-4128

Updated: 9-6-2023

STATE AGENCY MEETING ROOMS

FIRE MARSHAL/STATE POLICE

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

FISH AND WILDLIFE

Address	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
<p>4034 Fairview Industrial Dr. SE Salem, OR 97302</p> <p>Scheduling Contact Name: License Services Receptionist Email: ODFWCONFERENCE@state.or.us, license.services@state.or.us Phone: 503-947-6116 Updated: 6-20-2018</p> <p><i>*See additional document for details</i></p>	<p>Commission</p>	<p>150</p>	<p>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</p>	<p>None</p>
	<p>Classroom</p>	<p>50</p>	<p>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.</p>	<p>None</p>
	<p>Steelhead</p>	<p>15</p>	<p>Phone, data connection, dry erase board**</p>	<p>None</p>

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

STATE AGENCY MEETING ROOMS

FORESTRY

Address	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
<p><u>2600 State St. NE, Building C Salem, OR 97301</u></p> <p>Scheduling Contact Name: Teresa Willsey Email: teresa.willsey@state.or.us Phone: 503-945-7200 Updated: 6-11-2018</p> <p><i>*See additional document for details</i></p>	Tillamook	35	<p>Conference phone, Wi-Fi, screen; Can only book within 30 days of event</p> <p>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</p>	None
	Clatsop	15	See above	None

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@dhsaha.state.or.us, andrew.wong@dhsaha.state.or.us

Phone: 503-945-6798

Updated: 6-11-2018

STATE AGENCY MEETING ROOMS

LAND CONSERVATION AND DEVELOPMENT (DLCD)

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

LIBRARY

Address	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
<p>250 Winter St. NE Salem, OR 97301</p> <p>Scheduling Contact Email: conference.rooms@state.or.us Phone: 503-378-5015</p> <p>Updated: 10-30-2023</p> <p><i>*See website and additional document for details</i></p>	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

STATE AGENCY MEETING ROOMS

REVENUE

Address	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
995 Center St. NE Salem, OR 97301 Scheduling Contact Email: dor.facilities@oregon.gov Phone: 503-945-8017 Updated: 9-6-2023	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.				

STATE LANDS

Address	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
775 Summer St. NE Salem, OR 97301 Ste. #100 Scheduling Contact Name: Janet Seleznoff Email: janet.seleznoff@state.or.us Phone: 503-986-5200 Updated: 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

Address	Room Name/Number	Seats	Available Equipment and Reservation Information*	Cost
<p><u>355 Capitol St. NE</u> <u>Salem, OR 97301</u></p> <p>Scheduling Contacts Kayla Brinlee <u>Kayla.r.brinlee@odot.state.or.us</u> 503-986-3452</p> <p>Updated: 10-30-2023 <i>*See additional document for details</i></p>	239, 241, 339, 341, 439, 441	12	<ul style="list-style-type: none"> -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	<ul style="list-style-type: none"> -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

Address	Room Name/Number	Seats	Available Equipment and Reservation Information	Cost
<p><u>700 Summer St. NE</u> <u>Salem, OR 97301</u></p> <p>Scheduling Contact Name: Mary Dirks Email: <u>dirksm@odva.state.or.us</u> Phone: 503-373-2071 Updated: 6-13-2018</p>	Auditorium	95	<p>Overhead projector, guest WI-FI, microphone, conference phone, sidearm writing tables on seats</p> <ul style="list-style-type: none"> - 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