PUBLICLY AVAILABLE ROOMS FOR RENT - DOWNTOWN SALEM

Updated: 5/6/2024

Note: This list is being provided as a courtesy only. The Capitol is not affiliated with the organizations below, cannot endorse the use of any for-profit entity over another, and is not responsible for the way they manage their space. The information compiled may not be a comprehensive list. If you know of additional meeting rooms available for rent in the Salem area, please contact Visitor Services at 503-986-1388.

Broadway Coffee House

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
1300 Broadway St. NE Salem OR 97301 **Phone:** 503-581-2129 **See website for details*	Conference Rm	8	2-hour maximum	Free

City of Salem Library Meeting Rooms

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
585 Liberty St. SE Salem OR 978301 **Scheduling Contact** **Email:** library@cityofsalem.net **Phone:** 503-588-6315 **See website for details*	Anderson Rm A	58	*Free for noncommercial/government. Commercial and private use has a fee	$20/hour*
	Anderson Rm B	49	*Free for noncommercial/government. Commercial and private use has a fee	$20/hour*
	A and B when reserved jointly	107	*Free for noncommercial/government. Commercial and private use has a fee	$40/hour*
	Loucks Auditorium	249	*Free for noncommercial/government. Commercial and private use has a fee	$50/hour*

City of Salem Parks and Recreation

Address 555 Liberty St. SE Rm 325 Salem, OR 97301 **Scheduling Contact** **Email:** parksandrecreation@cityofsalem.net **Phone:** 503-588-6261 **See website for details*	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
	Pringle Community Hall - Large Meeting Rm	90 banquet seating 150 Theater seating	20 8'x3' tables, 3 5' round tables, pull down projector screen, 8'x8' irregular patio (approx 2431 sf) adjacent to room included with reservation	$33/hour
	Pringle Community Hall - Small Meeting Rm	36 banquet seating 78 theater seating	Two 8' x 3' tables, and one 5' x 3' table Conference table and chairs to seat 20 people Pull down projector screen, 7' x7' Small patio (156 sf) included with reservation	$18/hr
	Entire facility		Includes kitchen, both rooms	$51/hr weekday business hrs, $111/hr Friday-Sun

Co.W

Address 125 23rd St. NE Salem, OR 97301 **Phone:** 503-967-0338 **See website for details*	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
	Conference Rm	6-8	65" TV (setup for wireless display). Secure Wi-Fi, writeable walls and lounge area.	$30/hr
	Main Floor Event Space		Access to 1300 sf main floor event space. For popup workshops and networking events. Fully furnished. Two-hour rental min. Available evenings and weekends only	$100/hr
	Member: Flex seats		Internet access, access to beverages and snacks, 10 hours for conference rms	$175/mo

	Dedicated desk		All flex options plus permanent storage, sit stand desk, 20 hours for conference rms	$325/mo
	Offices		All dedicated desk options plus: private office, space for up to 4 employees* depends on office	$635/mo
	10-day punch pass		Full access to space from 7 am – 6 pm, coffee drinks on site, wifi, printer access	$20/day

Cubicle to CEO Clubhouse

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
1300 Broadway St. NE Salem OR 97301 coworking space for women **See website for details*	Clubhouse communal space	Coworking and networking space for women with wifi, printer use. Solo desks and shared workspaces but no dedicated desks.		$50/mo social membership $150/mo full time 1 day guest pass $25

Gaiety Hallow (Lord & Schryver Conservancy)

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
545 Mission St. NE Salem OR 97301 *PO Box 2755 Salem OR 87301* **See website for rental details*	Gaiety Hollow	30 people	Living room/dining room with seating for up to 30 people; fully equipped kitchen (self catering allowed); private garden with seating; tables and chairs, large media screen and wifi	$50/hr

Grand Hotel in Salem

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
201 Liberty St. SE				

Salem, OR 97301 *Hotel is adjoined to convention center, which groups can also rent.* **See website for details*	The Board Room	75 people	1204 sf, flexible meeting space for corporate events, training, special events, and cocktail receptions.	Contact hotel for quote
	The Marion Room	70	Available after 12 each day, good for a corporate breakout space, luncheon, reception, or hosted dinner.	Contact hotel for quote

Gray Lab Salem

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
393 State St. Ste. 240 Salem, OR 97301 *Rentable coworking space with members only spaces and space for public drop ins.* **See website for details*	Gray Studio	-	A 1,100 Sqft Natural Light Photo Studio in the heart of Downtown Salem. Tall ceilings, large windows, open floor plan. Ideal for photography.	$45 first hr $40/ extra hrs Full day $310
	Gray Room	10	Private conference Room complete with large table, 70" TV w/hookups, and Whiteboard	$20/ hour $150 full day
	Gray Coworking Space	For single person drop in	Co-Working Space with a mix of non-traditional seating options as well as dedicated desks. Access to both the Conference Room AND The Studio Space, high speed internet, printer, and coffee/snacks	$25/ day

Ike Box

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
299 Cottage St. NE Salem OR 97301 **Phone:** 503-581-6154 **See website for details*	Bay Room	12	Private room equipped with a conference table, chairs, TV, and HDMI cable for easy connectivity for presentations. There is also a white board in the room. This space is perfect for business meetings, board	$2.50 per 15 min, plus $10 online

			meetings and meet up groups. ADA accessible.	booking fee
	Story Hall	Seated capacity 40, standing 60	Not ADA accessible. Larger meeting space on second floor commonly used for baby/bridal showers, craft events, and all day business conferences.	$8.75 per 15 minutes plus $10 online booking fee

Oregon Military Dept Armories – Salem Auditorium

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
2310 17th St. NE Salem OR 97303 **Scheduling Contact** **Name:** State Rental Program Manager **Email:** Timothy.f.lainhart.nfg@army.mil **Phone:** 971-645-7714 **See website for details*	Auditorium	Accommodates up to 3400 attendees	For large events, seminars, banquets, concerts, and performances. 9000 sf banquet floor, theater stage, bleachers, and tiered and floor seating. AV can be customized. Onsite commercial kitchen. Can make an inquiry online.	Depends on event

Kroc Center

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
1855 Bill Frey Dr. SalemKrocComments@usw.salvationarmy.org **Phone:** 503-566-5767 **See website for details*	Banquet Hall and Conference Rooms available for rent. Call or email for details			

The Reed Opera House Meeting Room

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
189 Liberty St. NE				

Salem OR 97301 **Email:** jvaughn@pennbrook.com **Phone:** 503-884-4614 **See website for details*	Meeting Space	50-60 people	Space for luncheons, board meetings, etc. Flexible configurations, snack drink and catering options available, in room wifi, 82" mobile TV/digital screen with HDMI, privacy screens, elevator access, 1180 sf.	Contact for pricing
	Ballroom	300	4500 sf ballroom	Contact for pricing

Salem Convention Center

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
200 Commercial St. SE Salem OR 97301 **Phone:** 1-866-614-1900 (toll free) 503-589-1700 (local) **See website for details*	14 rooms, with customizable floor plans to meet group needs.			Click on Book and Event to request a quote

State Capitol State Park (Capitol Mall)

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
Oregon State Parks (Administrative Office) 727 Summer St., Ste. C **Reservation Phone:** 503-800-7019 **Reservation Email:** scsp.permits@oregon.gov **Application** **Website**	Capitol Mall		The parks surrounding the Capitol to the west (Willson Park), east (Capitol Park) and north (Capitol Mall) together make up State Capitol State Park and are managed by the Oregon Department of Parks and Recreation. Groups may contact State Capitol State Park to inquire about reserving Capitol Mall. Tent, and other equipment reservations may be separate.	

State Library of Oregon

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
250 Winter St. NE				

Salem, OR 97301 **Scheduling Contact** **Name:** Eva Luna **Email:** eva.luna@state.or.us, conference.rooms@state.or.us **Phone:** 503-378-5015 **Updated:** 6-14-2018 **See website and additional document for details*	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

University Station – Executive Suites

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
698 12th St. SE Ste. 240 Salem OR 97301 Rooms for rent and monthly coworking options **Email:** admin@saleexecutivesuites.com **Phone:** 971-273-7246 **See website for details*	Willamette Room	10-12	Teleconferencing and video conferencing equipment available upon request	$25/hour
	Shelton Creek Room	6 people	Teleconferencing and video conferencing equipment available upon request	$15/hour
	Office Space			$700/mo
	Hoteling Space			$199/mo

Willamette Heritage Center

Address	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
1313 Mill St. SE Salem OR 97301	The Card Room	40	Can be set up as a meeting, banquet, or classroom space.	Contact for pricing

Email: carlenec@willametteheritage.org **Email:** info@williametteheritage.org **Phone:** 503-585-7012 **See website for details*	The Dye House	100 banquet, 150 theater, 75 classroom	Event space with sliding door, decorative lighting, kitchen, wood floors and beams, internet, av equipment and screens available	Contact for pricing
	The Spinning Room	250 banquet, 500 theatre, 250 classroom	Large 6384 sf event space with kitchen internet, av equipment and screens available	Contact for pricing

Willamette University

Address 900 State St Salem OR 97301 **University Services Office** **Scheduling Events and Conferences Division** **Phone:** 503-370-6985 Schedule-info@willamette.edu **See website for details. It includes a list of Salem campus conference rooms, event spaces, lecture halls, and performance venues*	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
	The Capitol neighbors Willamette University to the south, which has space available for rent. Contact the University Services office for more information. Per their website: Space use by students, faculty, and staff takes precedence over other organizations unless a contracted commitment exists.			
	Autzen Conference Room, Putnam University Center	Conference room, capacity 20		
	Harrison and Parents, Putnam University Center	Conference room, capacity 14		
	Alumni Lodge, Putnam University Center	Event space. Capacity: 64 Banquet, Hollow Square 32, Theater: 80		
	Montag Den	Banquet layout fits 104 Theatre layout fits 135 Closed square has capacity for 50		
	Cat Cavern, Putnam University Center	Banquet layout fits 275 Reception capacity for 402		
	Cat Dining Room	Banquet capacity for 30 U shape capacity for 20 Hollow square capacity for 26		
	Willson-Hines (combined) Goudy Commons	Capacity 92		

YMCA (Salem)

Address	**Room Name/Number**	**Available Equipment and Reservation Information**	**Cost**
684 Court St NE Salem OR 97301 **Phone:** 503-581-9622	Salem YMCA Capitol Room	The Salem YMCA is cattycorner from the Capitol at the intersection of Cottage and Court Streets. It has a 3rd floor community meeting space available to the public.	$75/hr with refundable $100 deposit