STATE AGENCY MEETING ROOMS

ADMINISTRATIVE SERVICES (DAS)

Address
DAS East Building
1225 Ferry Street SE
Salem, OR 97301

Scheduling Contact
Name: Pedi McNeil
Email: petra.mcNeil@oregon.gov
Phone: 503-378-4092

Updated: 2-6-2020

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).

UNDER CONSTRUCTION – CONFERENCE ROOMS WILL BE AVAILABLE IN 2025

Address
DAS Executive Building
155 Cottage St NE
Salem OR 97301

Scheduling Contact
Name: Marina Mitsuk
Email: marina.mitsuk@oregon.gov
Phone: 503-378-5797

Updated: 9/6/2023

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 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	**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*** ***Located inside a badged-entry area where an escort is required***	None
	Terahertz	23	PolyCom multi-directional speaker telephone, whiteboard*** ***Located inside a badged-entry area where an escort is required***	None
	Kilohertz	12	PolyCom multi-directional speaker telephone, whiteboard*** ***Located inside a badged-entry area where an escort is required***	None

AGRICULTURE

Address 635 Capitol St SE Salem, OR 97301 **Scheduling Contact** **Name:** Director's Office **Email:** n/a **Phone:** 503-986-4552 **Updated:** 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

STATE AGENCY MEETING ROOMS

ANDERSON READINESS CENTER (ARC)

Address 3225 State St. NE Salem, OR 97301 **Scheduling Contact** **Name:** Chris Peterson **Email:** **Phone:** 503-584-2976 **Updated:** 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

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 **See additional document for details*	**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)

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 **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 **See additional document for details*	**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
	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 3565 Trelstad Ave. SE, Building 2 Salem, OR 97317 **Scheduling Contact** **Name:** Mindy McCartt, Communications Director **Email:** mindy.mccartt@state.or.us **Phone:** 503-984-0234 **Updated:** 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

FISH AND WILDLIFE

Address 4034 Fairview Industrial Dr. SE Salem, OR 97302 **Scheduling Contact** **Name:** License Services Receptionist **Email:** ODFWCONFERENCERMS@state.or.us, license.services@state.or.us **Phone:** 503-947-6116 **Updated:** 6-20-2018 **See additional document for details*	**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.				

STATE AGENCY MEETING ROOMS

FORESTRY

Address 2600 State St. NE, Building C Salem, OR 97301 **Scheduling Contact** **Name:** Teresa Willsey **Email:** teresa.willsey@state.or.us **Phone:** 503-945-7200 **Updated:** 6-11-2018 **See additional document for details*	**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
	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@dhsoha.state.or.us, andrew.wong@dhsoha.state.or.us

Phone: 503-945-6798

Updated: 6-11-2018

STATE AGENCY MEETING ROOMS

LAND CONSERVATION AND DEVELOPMENT (DLCD)

Address 635 Capitol St. NE Salem, OR 97301 **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 **See additional document for details*	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information***	**Cost**
	Hearing Room (Basement)	120	100 chairs, 2 conference tables, screens (diagram of room available on additional document*)	None

LIBRARY

Address 250 Winter St. NE Salem, OR 97301 **Scheduling Contact** **Email:** conference.rooms@state.or.us **Phone:** 503-378-5015 **Updated:** 10-30-2023 **See website and additional document for details*	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information***	**Cost**
	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 995 Center St. NE Salem, OR 97301 **Scheduling Contact** **Email:** dor.facilities@oregon.gov **Phone:** 503-945-8017 **Updated:** 9-6-2023	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information**	**Cost**
	Alfreda Bales Conference Room (1st 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 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 **See additional document for details*	**Room Name/Number**	**Seats**	**Available Equipment and Reservation Information***	**Cost**
	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 355 Capitol St. NE Salem, OR 97301 **Scheduling Contacts** Kayla Brinlee Kayla.r.brinlee@odot.state.or.us 503-986-3452 **Updated:** 10-30-2023 **See additional document for details*	**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

Address 700 Summer St. NE Salem, OR 97301 **Scheduling Contact** **Name:** Mary Dirks **Email:** dirksm@odva.state.or.us **Phone:** 503-373-2071 **Updated:** 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