Frequently Asked Questions About Reserving a Meeting Room

What types of rooms are available?

- Meeting Rooms: for small gatherings of 20 people or fewer
- Hearing Rooms: for larger gatherings (40-100 people, subject to legislative schedule)
- Galleria: for informational tabling or exhibiting

What are the costs?

Reservation costs depend upon whole or half day use, equipment requested, and the space selected. Room charges can range from $30-$350 depending on selections.

Is payment required to reserve a room?

Payment is not required until after your event. You will receive an invoice the month after your event. Invoices are payable by mailed check or in-person credit card charge.

What is required to confirm a reservation?

A reservation request is pending until the Capitol Events Desk receives your signed use agreement.

Can I bring food and beverages into the meeting room?

Food and beverages are allowed in meeting rooms. There are some restrictions in hearing rooms. Please refer to the Building Use Policy and notify the Capitol Events Desk when requesting space.

Is a projector or screen available?

Screens are available in hearing rooms and most meeting rooms.

Is a microphone available?

There are microphones in all hearing rooms. A podium and microphone are available in the Capitol Plaza during business hours.

Is Wi-Fi available?

Yes, Capitol Wireless is available for your use.

What information do I need to provide when submitting a request?

Please provide your preferred date and time, the name of your organization or group (if applicable), phone number, email, billing address and the estimated number of attendees.

How can I learn more?

Call (503)-986-1384 or email Capitol.Events@OregonLegislature.gov to reach the events desk.