



Land Board Hearing Room Reservation and Use Policy

The Department of State Lands (DSL) has one hearing room available for use by other state and local government agencies.

- **There are no services provided with the room reservation.**
- **The room is set-up in hearing room fashion with open walls.**
- **The walls must remain open.**

Capacity: 80 people maximum

Charge: There is a \$50.00 room charge for reservations that are scheduled up to four (4) hours in length, and a \$75.00 room charge for reservations of four (4) hours or more. If there is damage, cleanup, or rearrangement of the furniture, the reserving agency will be billed additional charges. Future use of the room by that agency may also be restricted.

Hours Available: 8:00am – 5:00pm Monday through Friday

Check-in: The agency reserving the facility must designate a person responsible for coordination with DSL. **That person must check in and out with the DSL receptionist.** This designee will be responsible for your agency's use of the facilities and must remain on the premises during the meeting.

Furniture: The Land Board Hearing Room is arranged as a public meeting room to accommodate board and commission meetings. Chairs are positioned in a hearing fashion. The room walls remain open.

Additional tables are not available. Folding chairs are available for use, but will need to be put back when finished using them. Rearranging the furniture is allowed. **HOWEVER, THE ROOM MUST BE RETURNED TO ITS ORIGINAL LAYOUT.**

Phones: DSL office phones are not available for use. DSL will only deliver **emergency** telephone messages to groups using the room.

Equipment: The agency does not supply fax, overhead, slide projector, flip-chart easels, sound system, phones or any audio-visual equipment.

Copies: Please bring sufficient materials for your meeting and ask presenters or participants to do the same; **copy machines are not available** for use.

Food/Drinks: **ABSOLUTELY NO FOOD ALLOWED IN THE LAND BOARD HEARING ROOM.** Beverages are allowed. There is no coffee service in this building; therefore you will need to contact an outside vendor. All handouts, beverage containers, and other items brought to the meeting are expected to be removed or disposed of in waste containers after the meeting. If you are planning a meeting that includes lunch or break food service we suggest you make arrangements for an alternate site to accommodate your special needs.



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Walls: We ask that **NO** signs, notices, etc., be posted or taped on the walls or doors. DSL will provide an easel outside the door for notices. Please do not remove paintings or other objects belonging to DSL from the walls.

Parking: Parking passes are not available from our office. Two-hour metered parking spaces are available on Summer Street. **We do not have change for meters, so please have your attendees bring plenty.**

Individuals or agencies not complying with these guidelines may be denied future use of the room.

I have read and understand these policies and agree to follow them for the meeting scheduled for:

DATE & TIME: _____

DURATION: up to 4 hours (\$50.00)
 over 4 hours (\$75.00)

PLEASE NOTE: Land Board meetings take precedence over any other previously scheduled meeting, and as such, you may be notified that your room reservation has been withdrawn, and you would need to make other room arrangement.

Print Name: _____ Date: _____

Agency: _____ Phone: _____

Signature: _____

This request form must be dated, signed and returned with BT transfer account information prior to reservation finalization. Please fax completed form to: (503) 378-4844; DSL, Attention: Receptionist. If you need to cancel a scheduled meeting and do so with a minimum of three (3) days' notice, the reservation fee will be refunded.

BT Transfer: _____

PCA: _____ 14270

AOBJ: _____ 0510

Transaction Code: _____ 722/723

Contact Information:

DSL Reception

Phone: 503-986-5200

Email: reception@dsl.state.or.us