

Oregon State Library

Policies and Procedures

Use of State Library Building Conference Rooms

Approved by:
Jim Scheppke

Date:
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APPLICABILITY: State Library Board of Trustees, State Library staff, all state agencies, and the public.

POLICY: It is the policy of the State Library to give use of the conference rooms on a first come, first served basis, and exclusive use of the basement and the third floor conference rooms (B9 and 308) for the State Library staff. When the first floor conference rooms (102 and 103) are scheduled for use, a Letter of Confirmation and a Room Use Agreement shall be sent to the organization.

USE OF THE CONFERENCE ROOMS:

The State Library building houses four conference rooms. These rooms are located in the basement and on the first and third floors. The conference rooms may be used from 8 a.m. to 5 p.m. Monday through Friday, unless otherwise authorized by the State Librarian. Activities must comply with the laws regarding public access and safety.

First floor Conference Rooms 102 and 103:

These conference rooms may be reserved on a first come, first served basis for any lawful purpose by any organization. The rooms may be reserved separately or as one room. The seating capacity of room 102 is 20 persons. The seating capacity of room 103 is 50 persons.

- **Scheduling rooms 102 and 103:** Scheduling is done by contacting the Library's Administrative Services Coordinator at (503) 378-2464.

Basement Conference Room B9 and third floor Conference Room 308:

The State Library staff has exclusive use of the rooms for OSL sponsored meetings. The seating capacity of room B9 is 30 persons. The seating capacity of room 308 is 15 persons.

- **Scheduling rooms B9 and 308:** Scheduling is done by any State Library employee using their scheduling software.

FEES FOR USE OF CONFERENCE ROOMS

The State Library reserves the right to require a security deposit or to demand that rent for conference room use be paid in advance. There is no charge for internal OSL use. All customers will be charged

according to the following rental fees. The State Librarian has the sole authority to waive a room rental fee for a user.

RENTAL FEE SCHEDULE:

Room 102: \$40 (1-4 hours), \$60 (4+ hours)

Room 103: \$60 (1-4 hours), \$90 (4+ hours)

Both 102 & 103: \$90 (1-4 hours), \$130 (4+ hours)

Additional Services and/or extra clean-up: \$35

Users of the State Library building conference rooms will be required to complete a Room Usage Agreement and submit the completed agreement to the Administrative Services Coordinator in the Administration Office at the State Library.

Cancellations or changes in scheduling must be made by contacting the State Library Administrative Services Coordinator at (503) 378-2464. If cancellation is not received within 24 hours of the event, the full conference room fee will be assessed.

Public performances may occur in the main lobby on the first floor with approval of the State Librarian. Sound amplification may only be used at a volume that does not disrupt the work of employees in the State Library building.

CONFERENCE ROOM USAGE REQUIREMENTS: see Attachment 1.

**OREGON STATE LIBRARY
CONFERENCE ROOM USAGE REQUIREMENTS**

Alcoholic beverages are prohibited.

Smoking is prohibited in the State Library Building.

User must leave the room clean and in the same order as the room was originally found.

Room set-up can begin at 7:30 a.m. Activity shall be held between 8 a.m. and 5 p.m. Monday through Friday, unless otherwise authorized by the State Librarian.

No overnight use.

Activities must comply with the laws regarding public access and safety.

Activities must comply with the capacity limits of the rooms.

Signs may be posted in the wall sign outside the room door.

Tacks may be used on the tackable walls.

No table or display is allowed to obstruct doors or foot traffic to the elevator or restrooms.

Sound levels may not hinder day-to-day business.

No admission may be charged for events held in the State Library.

Citizen access to the State Library will not be disrupted.

Requests for reasonable accommodation must be provided by the user/renter.

EMERGENCY NOTIFICATION

A defibrillator is located on the second floor outside of the Reference Room (East side wall).

Fire Alarm: Participants are to evacuate the building by the West entrance (Winter St. side). Proceed to the fountain at Willson Park west of the State Capitol building.

Earthquake: Everyone is to duck under a table or stand in a doorframe area until the movement stops. Evacuate the building by the West entrance (Winter St. side) when instructed to do so by library staff or emergency personnel. Proceed to the fountain at Willson Park west of the State Capitol building.

EQUIPMENT AVAILABLE

Conference call equipment (Polycom): pick up unit in Library Administration Office. Make arrangements for long distance fees to be charged to your agency or business (i.e.: calling card, charge card, or AT&T).

Internet connection: wireless & hard-line. Contact the Library Administration Office if you need Internet connection.

Flip chart stand (please bring paper and markers).

Overhead projector (Room 102).

Power Point projector: (Room 103) with cable TV connection, VCR, overhead projection located in locked closet (key in the Library Administration Office).

Projection screen - portable (Room 102).

Projection screen - fixed in ceiling (Room 103).

Telephone connection located on wall (Room 102 - east; Room 103 - west).

TV/VCR (Room B9).

PHONE AND RESTROOMS

Public telephone located in the alcove, first floor, Winter Street entrance.

Restrooms are available on the opposite wall from the conference rooms.

ROOM RESERVATIONS AND COSTS

Call the Administration Office of the State Library to make room reservations at (503) 378-2464.

Reservations are made on a first come first served basis only.

Weekend reservations may not be scheduled without the approval of the State Librarian. Custodial time and heat/air required for weekend use will be billed to the user.

Cancellations must be made at least 24 hours before the scheduled event, or the fee will be assessed.

Cancellations or changes in scheduling must be made by contacting the Administration Office of the State Library at (503) 378-2464.

Costs: Room 102: \$40 (1-4 hours), \$60 (4+ hours)
 Room 103: \$60 (1-4 hours), \$90 (4+ hours)
 Both 102 & 103: \$90 (1-4 hours), \$130 (4+ hours)

Additional services and/or extra clean-up: \$35

A fee for clean-up will be assessed to the user if the room is left unsatisfactorily.

A fee will be assessed to the user for damage to any equipment used.

The State Librarian has sole authority to waive a room rental fee.

The State Library reserves the right to require a security deposit or to demand that rent for conference room use be paid in advance

SEATING CAPACITY

Room 102: maximum 20 persons.

Room 103: maximum 50 persons.

Combined rooms 102 and 103: maximum 70 persons.

FOOD AND BEVERAGE

Food and beverages are allowed in the conference rooms.

No restrictions on choice of caterer or food provider.

Vending machines are available in the basement staff lounge.

User is responsible for clean-up.

USER CONFERENCE ROOM MAINTENANCE

All equipment will be returned to storage areas.

Tables and chairs returned to a rectangular shape with seating on the outside.

User is responsible for clean-up of catering equipment. Remove catering items to the basement staff lounge. Call caterer to pick up equipment.

Wipe tables and chairs clean.

Erase white board.

Place waste paper in receptacles. Recycle pop cans and glass bottles in the basement staff lounge.

Turn off the lights and close the blinds.