I. PURPOSE

The purpose of this policy is to

A. Establish standards to be used in assigning and using conference room space at the Oregon Department of Fish and Wildlife's (ODFW) Headquarters (HQ) building in Salem; and

B. Provide planning standards which promote the functional, efficient and flexible use of ODFW HQ conference rooms.

II. DEFINITIONS

A. Conference Rooms:

<table>
<thead>
<tr>
<th></th>
<th>Big Horn Room</th>
<th>Coho Room</th>
<th>Falcon Room</th>
<th>Steelhead Room</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Chinook Room</td>
<td>Commission Room</td>
<td>Leadership Room</td>
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<td></td>
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<td>Cougar Room</td>
<td>Otter Room</td>
<td>Training Room</td>
</tr>
<tr>
<td></td>
<td>Classroom</td>
<td>Eagle Room</td>
<td>Quail Room</td>
<td></td>
</tr>
</tbody>
</table>

B. Conference rooms available for Public Use that do not require ODFW employee attendance:

- Classroom (with or without kitchen access)
- Commission Room
- Steelhead Room

C. Conference Room Request/Agreement form must be completed by all external users prior to use. External users are any Conference Room Users who are not ODFW employees. External users include other State of Oregon Agencies, non-profit
organizations and other members of the public. ODFW may maintain an agreement on file for each State Agency which covers all use for a yearlong period, without requiring individual agreements for each use.

D. ODFW Conference Room Facilitator is the License Services Assistant located in the ODFW HQ Lobby.

III. POLICY

ODFW may make available the use of conference facilities at its Salem Headquarters office to external users. The facility is available Sunday through Saturday. Beyond the scheduled use by ODFW, all reservations will be on a first come first serve basis for external users.

IV. POLICY CLARIFICATION /EXEMPTIONS

A. Conference Rooms behind security doors (except Classroom, Commission Room, and Steelhead Room) are not available to external users unless an ODFW employee will be participating in the meeting and acts as the escort for the meetings attendees.

B. The conference room user is responsible for all conference room damages that occur during use, additional cleaning that is needed due to the use, rearranging of the furniture or equipment, and agrees to pay for all damage, cleaning, or rearranging.

C. The conference room user is responsible for ensuring that all exterior doors remain closed, the building is secure, the room has been cleaned, and that the room has been restored to its original conference room format.

D. Commission Room equipment, such as the conferencing system and sound system are not available for use for any other meetings. A power point projector and a projector screen in the Commission Room are available for use.

E. For meetings that will be held outside the standard working hours of 8:00 a.m. to 5:00 p.m. Monday through Friday,

   i. an ODFW employee must be present for at least the beginning and end of each meeting, or

   ii. prior to using the room, a representative of the external user group must be trained by ODFW’s HQ Facility Manager or designee regarding building operations.

V. CONFERENCE ROOM GUIDELINES

The following guidelines reflect ODFW's Policy for use of ODFW Conference Rooms located at 4034 Fairview Industrial Drive SE, Salem, Oregon 97302. A list of available conference rooms is attached as Exhibit B.

1. External users wishing to use the ODFW conference rooms are required to sign an agreement (Exhibit A). The conference room agreement must be returned to the ODFW Conference Room Facilitator. Conference room reservations will be
held for ten (10) days. If the user has not returned the conference room agreement within that time, the room will be released. No group meeting that exceeds 100 participants will be permitted.

2. To schedule a conference room, call 503-947-6116 or email ODFWconferencerms@state.or.us. For the Classroom call Janice Copple at 503-947-6019 or email janice.b.copple@state.or.us.

3. There is no charge for use of ODFW HQ conference rooms. However, fees may be charged for any damages sustained, cleaning needed, or ODFW employee time to restore the room to its original meeting room layout. The Conference Room Facilitator must be notified immediately of any damage that occurs.

4. Long distance phone use is not permitted in the conference rooms. Internet access via WiFi is available. See Conference Room Facilitator about Public WIFI use if it is not posted in the conference room.

5. The agency or person reserving the conference room must designate a person responsible for coordination with ODFW. That person must check in and out with the ODFW Conference Room Facilitator at the Licensing Reception desk. This designee will be responsible for the external user’s use of the facilities and must remain on the premises during the meeting.

6. Parking is available at no cost. However, users are encouraged to carpool and must use the parking lots indicated in Exhibit C. Conference room users and attendees that do not follow this policy may be asked to move their vehicle.

7. ODFW is not responsible for lost or stolen items.

8. Conference room users need to bring sufficient materials for their meeting and ask presenters or participants to do the same. ODFW staff time, copy machines, phones, or fax machines are not available for use. ODFW does not provide message services for conference room users.

9. Meeting presenters and participants will not be allowed in the secured areas of the building, which includes the ODFW break room on the first floor.

10. Except for ODFW sponsored events, food and/or beverages are permitted ONLY in ODFW’s Classroom. Food and/or beverages are not permitted in any other Conference Room. ODFW’s kitchen is available for use upon ODFW prior approval when using the Classroom. A water fountain is also available on the first floor near the main restrooms.

11. ODFW’s kitchen is available for use upon ODFW approval.

12. ODFW reserves the right to refuse any reservation that does not support the agency’s goals and mission, are disruptive to its business operations or delivery of service to its customers, or any reservations from entities that have not followed this policy. Additionally, ODFW reserves the right in extreme circumstances to cancel an external reservation. In this event, ODFW will provide as much advanced notice as possible.
13. Conference Rooms in secured areas are not available to outside agencies and public entities except during regular business hours (Monday- Friday 8:00 a. m. - 5:00 p. m.) with an ODFW employee present.

14. There are four restrooms in the ODFW HQ Lobby available for use as displayed on Exhibit B.

15. ODFW's Conference Room Coordinator will receive and review conference room agreements. These agreements will be kept on file and available for review for a period of one year.
Oregon Department of Fish & Wildlife

Conference Room Request/Agreement

Date of Request: __________________

The Oregon Department of Fish and Wildlife, hereafter referred to as ODFW, and

__________________________ (Agency/Organization Name), hereafter referred to as user, agree as follows:

User has requested the use of ODFW Conference Room ________________________________ (name of conference room)

At 4034 Fairview Industrial Drive SE, Salem, Oregon on ________________________________ (date of meeting)

from ________________________________ to ________________________________ .

(Doors will unlock) (Doors will lock)

The name of this meeting is: __________________________________________________________

Number of meeting participants: ____________________ Initial here if you request Kitchen use ______

Agency/Organization
Billing Address

__________________________________________________________

Name of User Contact (please print) User Contact Phone #

__________________________________________________________

ODFW Staff Sponsor (if meeting after hours) ODFW Staff Sponsor Phone #

By signing below the user agrees to comply with the ODFW Conference Room Guidelines on reverse side and all information listed above is correct.

__________________________________________ Signature of Authorized User

__________________________________________ Title of Authorized User

Date   __________________________

For Office Use Only

Scheduled by: ________________________________

Date of confirmation: ________________________________

Copy to File: ________________________________

Effective Date: February 1, 2015
Oregon Department of Fish & Wildlife

Conference Room Guidelines

The following guidelines reflect the Oregon Department of Fish and Wildlife Policy for use of ODFW Conference Rooms located at 4034 Fairview Industrial Drive SE, Salem, Oregon 97306 for External Users. A list of available conference rooms is attached as Exhibit B. State agencies and private organizations wishing to use the ODFW conference rooms are required to sign an agreement (Exhibit A). The conference room agreement must be returned to the ODFW Conference Room Facilitator. Conference room reservations will be held ten (10) days, if the user has not returned the conference room agreement within that time, the room will be released. No group meeting that exceeds 100 participants will be permitted. To schedule a conference room, call the Conference Room Facilitator at 503-947-6116 or email ODFWconferencерms@state.or.us to request, change, or add information.

1. There is no charge for conference rooms; however, fees may be charged for any damages sustained, cleaning needed or ODFW employee time to restore the room to its original meeting room layout. The Conference Room Facilitator must be notified immediately of any damage that occurs.
2. Conference rooms are available Sunday through Saturday.
3. Long distance phone use is not permitted in the conference rooms. Please see the Conference Room Facilitator about public WiFi use.
4. The agency or person reserving the conference room must designate a person responsible for coordination with ODFW. That person must check in and out with the ODFW Conference Room Facilitator at the Licensing Reception desk. This designee will be responsible for an agency’s use of the facilities and must remain on the premises during the meeting.
5. Parking is available at no cost. Users are encouraged to carpool and must use the parking lots indicated in Exhibit C. Conference room users/attendees that do not follow this policy may be asked to move their vehicle.
6. Food and/or beverages are permitted ONLY in ODFW’s Classroom. Food and/or beverages are not permitted in any other Conference Room. ODFW’s kitchen is available for use upon ODFW prior approval when using the Classroom. A water fountain is also available on the first floor near the main restrooms.
7. ODFW is not responsible for lost or stolen items.
8. Conference room users need to bring sufficient materials for your meeting and ask presenters or participants to do the same. ODFW staff time, copy machines, phones, fax machines or other equipment are not available for use. ODFW does not provide message services for conference room users.
9. Meeting presenters and participants will not be allowed in the secured areas of the building, which includes the ODFW breakroom.
10. ODFW reserves the right to refuse any reservations that do not support the agency’s goals and mission or any reservations from entities that have not followed ODFW’s Conference Room policy.
11. Conference Rooms in secured areas are not available for use to outside agencies and public entities unless an ODFW employee is present.
12. The conference room user is responsible for all damage to the conference room sustained during use and agrees to pay for all damage.
13. The ODFW Conference Room Facilitator at the Licensing Reception desk will receive and review conference room agreements. These agreements will be kept on file and available for review for a period of one year.
14. Commission Room equipment, such as the conferencing system and sound system are not available for use for any other meetings. A power point projector and a projector screen in the Commission Room are available for use.
15. Outside doors must not be propped or left open unattended for any reason.
16. The gates are only open Monday through Friday from 7:30 am to 5:15 pm. When the gates are closed, the entry gate (into the large side parking lot to the east) can be entered by presenting a key card to the reader to the left of the gate. The exit gate card reader (the small driveway to the west) is also on the driver’s side, attached to the building, where the red striping is not present (about 10 feet before the gate).
17. If an alarm is going off in the building or there is some other EMERGENCY, please call
   a. PRIMARY: Christian Nasset 503-947-6125 (desk) or 503-931-7375 (cell)
   b. BACK-UP: Jessica Perkins: 503-947-6132 (desk) or 907-738-5404 (cell)
   c. Back-up to the Back-up: Lori Leveaux at 503-947-6193 (desk) or 503-931-5890 (cell)
Parking in highlighted area for conference room users
Oregon Department of Fish and Wildlife

Conference Rooms Available for Internal ODFW Employees

In order to accommodate Oregon Department of Fish and Wildlife employees and their guests, ODFW Salem Headquarters offer several conference rooms available for use at 4034 Fairview Industrial Dr. SE, Salem, Oregon 97302.

<table>
<thead>
<tr>
<th>Conference Room</th>
<th>Location</th>
<th>Capacity</th>
<th>Reservation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bighorn</td>
<td>2nd Floor</td>
<td>13</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Chinook</td>
<td>2nd Floor</td>
<td>14</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Chukar</td>
<td>2nd Floor</td>
<td>10</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Classroom</td>
<td>1st Floor</td>
<td>50</td>
<td>Contact I&amp;E; Back-up: Licensing Reception</td>
</tr>
<tr>
<td>Coho</td>
<td>2nd Floor</td>
<td>10</td>
<td>Contact Screens and Passages OM</td>
</tr>
<tr>
<td>Commission</td>
<td>1st Floor</td>
<td>100</td>
<td>Contact Licensing Reception</td>
</tr>
<tr>
<td>Cougar</td>
<td>2nd Floor</td>
<td>6</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Eagle</td>
<td>1st Floor</td>
<td>16</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Falcon</td>
<td>2nd Floor</td>
<td>8</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Leadership Room</td>
<td>2nd Floor</td>
<td>27</td>
<td>Contact Director’s Office Reception</td>
</tr>
<tr>
<td>Otter</td>
<td>1st Floor</td>
<td>8</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Quail</td>
<td>1st Floor</td>
<td>4</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Steelhead</td>
<td>1st Floor</td>
<td>16</td>
<td>Outlook Calendar</td>
</tr>
<tr>
<td>Team Room</td>
<td>2nd Floor</td>
<td>10</td>
<td>Contact Director’s Office Reception</td>
</tr>
<tr>
<td>Training Room</td>
<td>2nd Floor</td>
<td>14</td>
<td>Outlook Calendar</td>
</tr>
</tbody>
</table>

Conference Room Map on reverse side
1st Floor Conference Rooms

2nd Floor Conference Rooms

AS Policy 250-10
Exhibit D