



**MARION COUNTY BOARD OF COMMISSIONERS
ROOM/FACILITY REQUEST FORM
SENATOR HEARING ROOM
555 COURT ST NE, SUITE 1233, SALEM OR 97301**

Event date: _____ Hours of Event: From _____ am/pm To _____ am/pm
(Include any set-up and clean-up time)

Organization/Individual requesting use: _____

Mailing Address: _____

Contact Person: _____ Day Phone: _____ Eve Phone: _____

Person who will pick up room key: _____

Type of Event: _____ User Group #: _____

Size of group: _____ (Note: Group size may not exceed room capacity)

The Senator Hearing Room located at Courthouse Square, 555 Court St NE, Salem Oregon, is available for reservation Monday through Friday, between 8:00 am and 5:00 pm. Requests for use after hours require approval from Board of Commissioners office. Please contact the office at 503-588-5212 to check room availability or if you would like additional information.

Area(s)	Capacity
Senator Hearing Room	Room w/table and chairs 151 occupants
	Room w/chairs 151 occupants
	Room standing only 151 occupants

Security Deposit

A refundable security deposit of [TBD] is required. The deposit is due prior to the start date of the event. If not received timely, the reservation may be canceled.

The security deposit may be refunded under the following conditions:

1. The room, including carpet, vinyl, counter and/or tabletops, is left clean and the furniture is in the original configuration. A checklist will be provided.
2. The room is left undamaged.
3. Audio/Visual equipment is deemed functioning per original set up.
4. The room is vacated at the scheduled time and all doors and/or windows to the room are locked; and

5. The key (if needed) and "Checklist for Meeting Room Users" are turned in at Marion County Board of Commissioners office.

The County is unable to furnish cleaning supplies, mops, brooms, or vacuum cleaners; therefore, you will need to bring your own, if needed. Trash that does not fit in the cans provided will need to be taken with you.

The room user may also be liable for:

1. Repair or replacement of audio/visual equipment, furniture, or facilities damaged due to neglect, vandalism, misuse, or theft.
2. Replacement of locks and keys in the event keys are not returned.
3. Additional expenses incurred by the County to clean the room(s) if not left in the same condition as found.

The Department will determine the amount of the deposit to be refunded based on the applicant's checklist and input from the County's custodial staff. If the County keeps any of the deposit, a listing of how the deposit was applied will be provided to the room user. Deposits will be refunded within three weeks of the event or within three weeks of cleaning or repairs being completed.

General Information and Rules

1. All reservations, except those made by Marion County require submission of a room use request form.
2. Anyone requesting use of a room or facility must be at least 21 years of age.
3. **Activities must not be disruptive to others present in the building.** County staff cannot provide supplies or office support. Office equipment and supplies, including telephones, copy machines, typewriters, computers, projectors, coffee makers, and supplies, are not available to room users.
4. The reservation is only for the approved room. This does not include additional areas, i.e., lobby, adjoining rooms, etc.
5. Tables and chairs are supplied as reflected in the Information and Clean Up Checklist.
6. The person responsible for the group should make the reservation and attend the function.
IMPORTANT: If the meeting is after 5:00 pm, organization shall have a responsible party monitor the front doors during the event. After the event, the organization shall walk the 1st floor lobby and side corridors to assure that there are no individuals in these areas. Anyone who is loitering must be escorted from the building at the close of the event.
7. Functions must not violate any applicable policies, ordinances, or statutes.
8. Smoking is prohibited in any location inside the building.
9. Alcohol is prohibited in or on the premises of County facilities.
10. Candles or combustible materials are not allowed in County facilities.
11. Failure to follow these Procedures may result in room use privileges being revoked.

User Liability

All groups or individuals using a County room or facility must agree to take appropriate measures to protect Marion County ("County"), its elected and appointed officials, employees, and the visiting public against any and all claims as a result of persons attending a function held in a County room or facility.

This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and all employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in the County facility.

Individuals requesting to use a County room or facility shall agree to the following and indicate so by their signature below:

Liability

I agree to protect Marion County (“County”), its authorized agents, elected and appointed officials, employees and visiting public against any and all claims as a result of persons attending the function for which I am making this reservation. This provision includes any expenses incurred by the County in indemnifying and/or defending any such claim. The County its elected and appointed officials and employees will not be held responsible for any lost or stolen articles as a result of persons attending any function in a county facility.

I have read the policies and procedures for scheduling and use of Marion County facilities. I further agree to abide by the policies and procedures as well as all applicable laws and I accept responsibility for any violations as they may pertain to this request.

Signature_____ Date_____

Title_____ Organization_____

Phone Number_____

Cancellations

Cancellations must be submitted verbally or in writing at least 24 hours prior to the scheduled event. All efforts will be made to keep approved room reservations intact; however, the County retains the right to relocate or cancel a function if necessary. If the function is canceled, the applicant may choose to receive a full refund of any deposits paid or to apply any deposits paid to a new reservation.

Submitting a Request

The request form, including the cleaning/security deposit may be mailed to Marion County Board of Commissioners, PO Box 14500, Salem OR 97309, or delivered to 555 Court St., Suite 5232, Salem OR 97301. The request form and deposit must be received prior to the event date. If only returning a request form and signed check list, the documents can be emailed to: BOCScheduler@co.marion.or.us.

If you have any questions, please contact Board of Commissioners, 503-588-5212.