

Chemeketan Meeting Place Options and Policies

In an attempt to make it easier for Chemeketans to find and book a place to meet the Council has created the position of Meeting Place Coordinator. If you want to have a Chemeketan-related meeting here are the steps to follow:

- If you choose a place that is free, you can book it yourself or have the meeting place coordinator do it for you.
- If the meeting place costs money, then we ask you to "pre-register" with the meeting place coordinator and then you can either book it yourself or the coordinator can do it for you. If you pay for the place keep the receipt and either mail it, hand it or if possible email a copy of it to the meeting place coordinator. The coordinator will forward the receipt and your reimbursement request to the treasurer.
- Once you have a place and time for your meeting contact the Council Chair who can then do an all-member email and arrange for an announcement in the Bulletin.

The current meeting place coordinator is:

Ted Gaty, who can be contacted at tgaty@msn.com or 503-585-3380.

Here is a list of possible meeting places in Salem. If you have another place for a meeting that you would like to add to the list, please contact the meeting place coordinator and it will be added. You can, of course, also have a meeting at your home.

Salem Public Library

503-588-6071

Online booking - yes

	501(c)3 or Government Organization Event /Other	
Loucks Auditorium (Holds 285)	\$25 per hour	\$50 per hour
Full Anderson (Holds 80)	\$20 per hour	\$40 per hour
Anderson A (Holds 40)	\$10 per hour	\$20 per hour
Anderson B (Holds 40)	\$10 per hour	\$20 per hour
Plaza Room (Holds 20)	\$5 per hour	\$10 per hour
West Salem Meeting Room (Holds 30)	\$5 per hour	\$10 per hour

50+ Center(City of Salem Senior Center)

503-588-6303

Online booking - no

Lecture Hall: capacity 40 - Cost: \$40.00 per hour weekdays;
\$45.00 per hour evenings/weekends

Classroom A: capacity 25 - Cost: \$35.00 per hour weekdays;
\$40.00 per hour evenings/weekends

Classroom B: capacity 20 - Cost: \$30.00 per hour weekdays;
\$35.00 per hour evenings/weekends

Pringle Park(City of Salem)

503-588-6261 ext. 7371

Stephanie in Room 325 handles the rentals

Reservable Areas	RATE I, II, III	RATE I, II, III	RATE V
	Mon-Thurs	Fri-Sun	Mon-Thurs
Entire Facility Includes both rooms and kitchen	\$68 per hour or \$575 all day*	\$85 per hour/4- hour minimum or \$725 all day*	\$58 per hour
Large Activity Room Includes kitchen use	\$40 per hour	N/A	\$34 per hour
Small Meeting Room Includes kitchen based on availability	\$28 per hour	N/A	\$23.80 per hour
Security/Clean-Up Deposit This deposit is refunded pending satisfactory completion of closure checklist	\$200	\$200	

In addition there is a \$50 handling fee. The fees must be paid upfront and can be paid either online or at room 325 in the City Hall Building.

Ike Box

503-581-6154

Raeanne Selby handles the rentals

Online reservation - yes

Allow a month to reserve space and calling is more effective than the online reservation form.

No charge for rooms except large ballroom

Rooms:

Big Idea Room – capacity 15+

Upstairs Classroom – capacity 30

Little Room - capacity 4

Large Basement Room – capacity 40

Small Basement Room – capacity 10

Green Room – capacity 10

Red Room – capacity 15

Ballroom – capacity 100

Roth's IGA

503-581-6154

Ask for Monica

Travel Salem Website

www.travelsalem.com

Meeting/Group Planner Tab that lists many places for meetings