



# BOOKING INFORMATION

Meeting and event spaces are reserved through our sales staff.  
Food and beverage is provided by our on-site catering department.

Minimum food and beverage purchases apply to each room,  
varying based on the size of the room, time of day, and day of the week.  
Each function requires an advance deposit with the balance due upon conclusion of the event.  
Direct billing option is also available for corporate events with advance arrangements.

The Theater is subject to time restrictions as it is also open to the public.

For more information please contact our Sales Coordinators at (503) 288-3286

## MEETING ROOM SPECIFICATIONS

	Size	Square Feet	Maximum number of guests per set-up style:			
			Buffet	Classroom	Theater	Conference
Mina Parsons Room	(31 x 23)	713	40	24	48	18
Martha Jordan Room	(31 x 23)	713	40	24	48	18
Agnes Kennedy White Library	(22 x 26)	600	Fixed seating: comfy chairs & couches, up to 15			

	Size	Square Feet	
Gymnasium	(40 x 60)	2400	set up varies according to type of event, up to 112.
Movie Theater	(50 x 68)	3400	fixed seating: theater style with tables, couches and chairs for up to 200 people. Day use only, Monday–Friday only.
Cypress Room	(31 x 23)	713	fixed seating: booths and small bistro tables, full bar for up to 25 people. Day use only, Monday–Friday only.
Boiler Room			multi-level bar, with booths, bistros and small tables, pooltables, shuffleboard, and jukebox for up to 100. Day use only, Monday–Friday only.





# SITE PLAN

