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 on the size of the room and the time of the week. Each function requires an advance deposit with the balance due upon conclusion of the event. Direct billing option is also available 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**

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Size</th>
<th>Square Feet</th>
<th>Buffet</th>
<th>Classroom</th>
<th>Theater</th>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mina Parsons Room</td>
<td>(31 x 23)</td>
<td>713</td>
<td>40</td>
<td>24</td>
<td>48</td>
<td>30</td>
</tr>
<tr>
<td>Martha Jordan Room</td>
<td>(31 x 23)</td>
<td>713</td>
<td>40</td>
<td>24</td>
<td>48</td>
<td>30</td>
</tr>
<tr>
<td>Agnes Kennedy White Library</td>
<td>(22 x 26)</td>
<td>600</td>
<td>fixed seating: comfy chairs &amp; couches, up to 15</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gymnasium</td>
<td>(40 x 60)</td>
<td>2400</td>
<td>set up varies according to type of event, up to 112.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Movie Theater</td>
<td>(50 x 68)</td>
<td>3400</td>
<td>fixed seating: theater style with tables, couches and chairs for up to 200 people. Day use only, Monday–Friday only.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Cypress Room</td>
<td>(31 x 23)</td>
<td>713</td>
<td>fixed seating: booths and small bistro tables, full bar for up to 25 people. Day use only, Monday–Friday only.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Boiler Room</td>
<td></td>
<td></td>
<td>multi-level bar, with booths, bistros and small tables, pool tables, shuffleboard, and jukebox for up to 100. Day use only, Monday–Friday only.</td>
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<td></td>
</tr>
</tbody>
</table>