



Brooks Regional Training Center Information Packet



Chemeketa Community College

Regional Training Center

503.399.5163

go.chemeketa.edu/brooks

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EO/AA/ADA/Title IX Institution

Chemeketa Community College prohibits unlawful discrimination based on the following:

Race, Color, Religion, National Origin, Sex, Marital Status, Disability, Protected Veteran Status, Age, Gender, Gender Identity/Expression, Sexual Orientation, Pregnancy, Whistleblowing, Genetic Information, Domestic Abuse Victim, Expunged Juvenile Record, Injured Workers, Protected Hairstyle (CROWN Act), Victims of Domestic Violence (Sexual Assault, Stalking, and/or Harassment), Political Affiliation or Belief, Tobacco Use During Work Hours Or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with the individual's rights or privileges granted under federal, state or local laws. Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

For concerns, inquires or complaints regarding student disability accessibility and accommodations contact:

Section 504/ADA Coordinator Students

Karen Alexander, Director, Student Accessibility and Testing Services 503.399.5276

For concerns, inquires or complaints regarding employee disability accessibility and accommodations contact:

Section 504/ADA Coordinator Employees

Patrick Proctor, Associate Vice President, Human Resources 503.315.4586

Persons having questions or concerns about Title IX, which includes gender-based discrimination, sexual harassment, sexual violence, gender based violence, and stalking, contact the Title IX coordinator, Jon Mathis at 503-584-7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>.

All persons having questions or concerns related to Equal Employment Opportunity or Affirmative Action should contact the Affirmative Action Officer at 503.315.4586, 4000 Lancaster Dr. NE, Salem OR 97305.

Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3rd Avenue #750, Seattle, WA 98104, 206.607.1600.

To request this publication in an alternative format, please call 503.399.5192. For language access please call 503.315.4586 or email patrick.proctor@chemeketa.edu.

Welcome to Chemeketa Brooks Regional Training Center

Thank you for your interest in the Chemeketa Brooks Regional Training Center. Conveniently located in Brooks, Oregon, our state-of-the-art facility serves as a premier hub for training, education, and professional development. Chemeketa Brooks offers educational courses in Law Enforcement, Corrections, Diesel Technology, Building Inspection, EMT, Paramedicine, and Fire Technology. Additionally, it serves as a testing site for the National Testing Network (NTN), providing ORPAT and CPAT physical fitness testing for Law Enforcement and Fire Service professionals.

Designed to support a wide range of activities, our center features modern classrooms, specialized training environments, and flexible spaces tailored to meet your needs. We are proud to offer rental opportunities for organizations, governmental partners, and community groups aligned with the educational mission of the Brooks Center. Whether you're planning a meeting, workshop, or training session, our versatile spaces provide a professional and fully equipped setting. For more details on rental availability, pricing, and amenities, please refer to the rental information included in this packet, email brooks@chemeketa.edu, call 503.399.5163 or click this link to access our [Chemeketa Brooks Facility Request Form](#).

We look forward to welcoming you and supporting your goals at the Chemeketa Brooks Regional Training Center.

Facility Overview

The Chemeketa Brooks Regional Training Center offers a comprehensive range of amenities to ensure a productive and comfortable experience for all visitors. Designed with versatility and convenience in mind, our facility includes modern classrooms equipped with advanced technology, specialized training areas, and ample free parking.

Classroom Amenities:

- Desktop PC
- Document camera/ELMO
- Dual monitors
- Free WiFi
- House sound
- Laptop connectivity (standard HDMI)
- LCD projector and screen
- Lectern
- Podium
- US and Oregon Flags
- Webcam
- White board

Note: Microphones are not available in the classrooms

Facility Amenities:

- Burn tower
- Car fire prop
- Confined space rescue maze
- Garden T prop
- Drafting pond
- Driving course
- Educational classrooms
- Flashover training prop
- Indoor demonstration arena
- LPG props
- Mobile home
- Rail tank car
- Technical tower
- Ventilation roof prop

Educational Classroom / Building 1 Pricing and Capacity

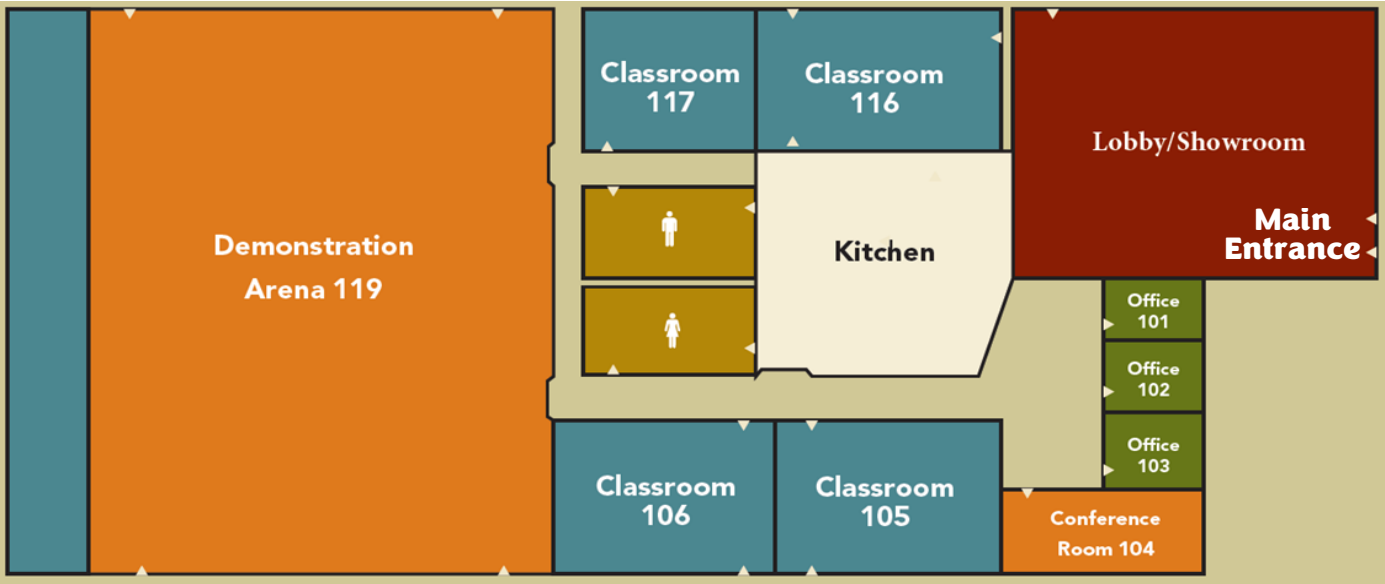
Venue Rental Rates effective January 2025

Click this link to access our [Chemeketa Brooks Facility Request Form](#)

Education Classrooms / Building 1	½ Day Rate	Full Day Rate	Room Capacity
105 (includes A/V)	\$150.00	\$250.00	30
106 (includes A/V)	\$150.00	\$250.00	30
116 (includes A/V)	\$150.00	\$250.00	30
117	\$150.00	\$250.00	15
Conference Room	\$50.00	\$100.00	8
Kitchen	\$150.00	\$200.00	
Lobby & Vendor Display Area	\$150.00	\$200.00	
Demonstration Arena	\$400.00	\$700.00	Does NOT include CPAT or ORPAT equipment usage.

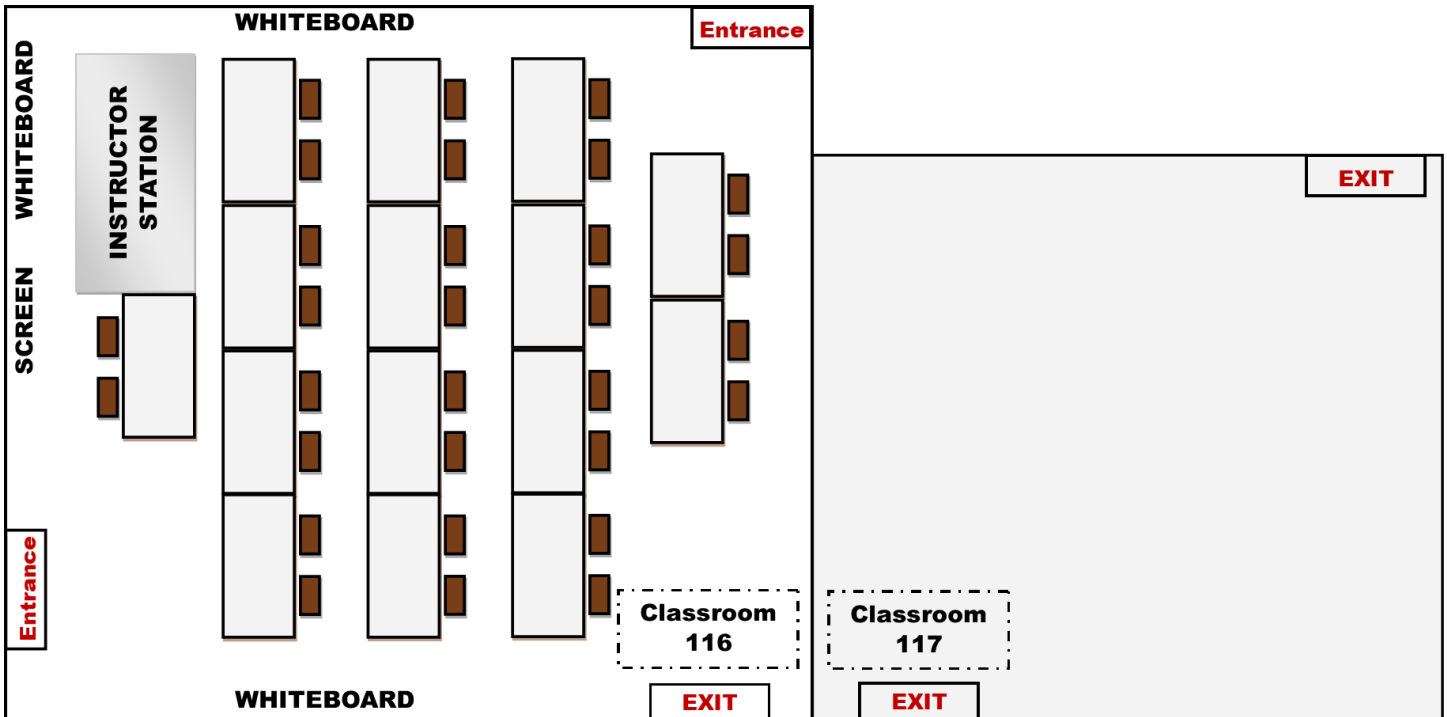
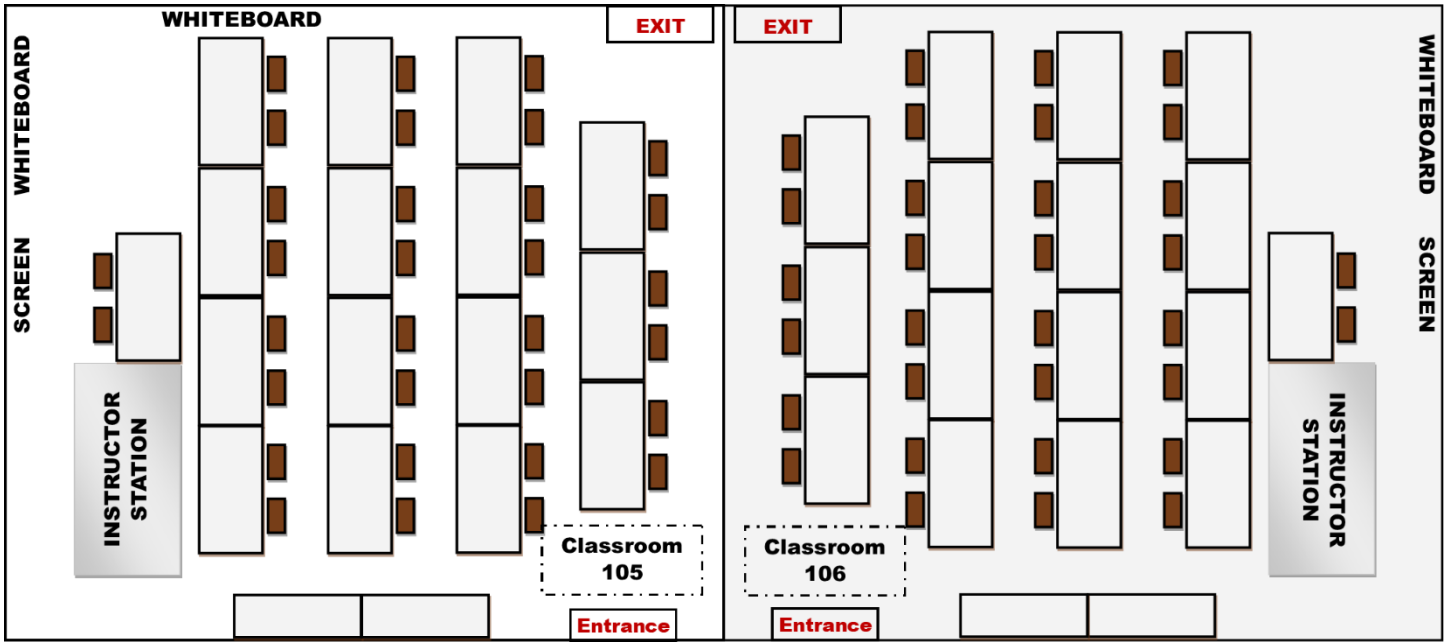
Building 1 Floor Plan

Building 1 offers a versatile and functional space ideal for a variety of events and meetings. The lobby serves as a welcoming area that can be utilized as a check-in station, showroom, or vendor display space. A dedicated conference room is available for small meetings or intimate discussions, while the kitchen area is perfectly suited for catering needs. The building also features four educational classrooms with dividing walls that can be adjusted to create two larger spaces, allowing for flexibility in event planning.



Building 1 Classroom Layouts

The layout below depicts the standard setup for our educational classrooms in rooms 105, 106, 116 and 117. Any rearrangement or relocation of any furniture or equipment must receive prior written approval or verbal authorization from the on-site Event Coordinator. Unauthorized movement of furniture or equipment may result in additional charges to cover cleaning and the restoration of the space to its original setup. We appreciate your cooperation in maintaining the integrity and functionality of our facilities.



Brooks Grounds and Technical Training Prop Pricing

Venue Rental Rates effective January 2025

Click this link to access our [Chemeketa Brooks Facility Request Form](#)

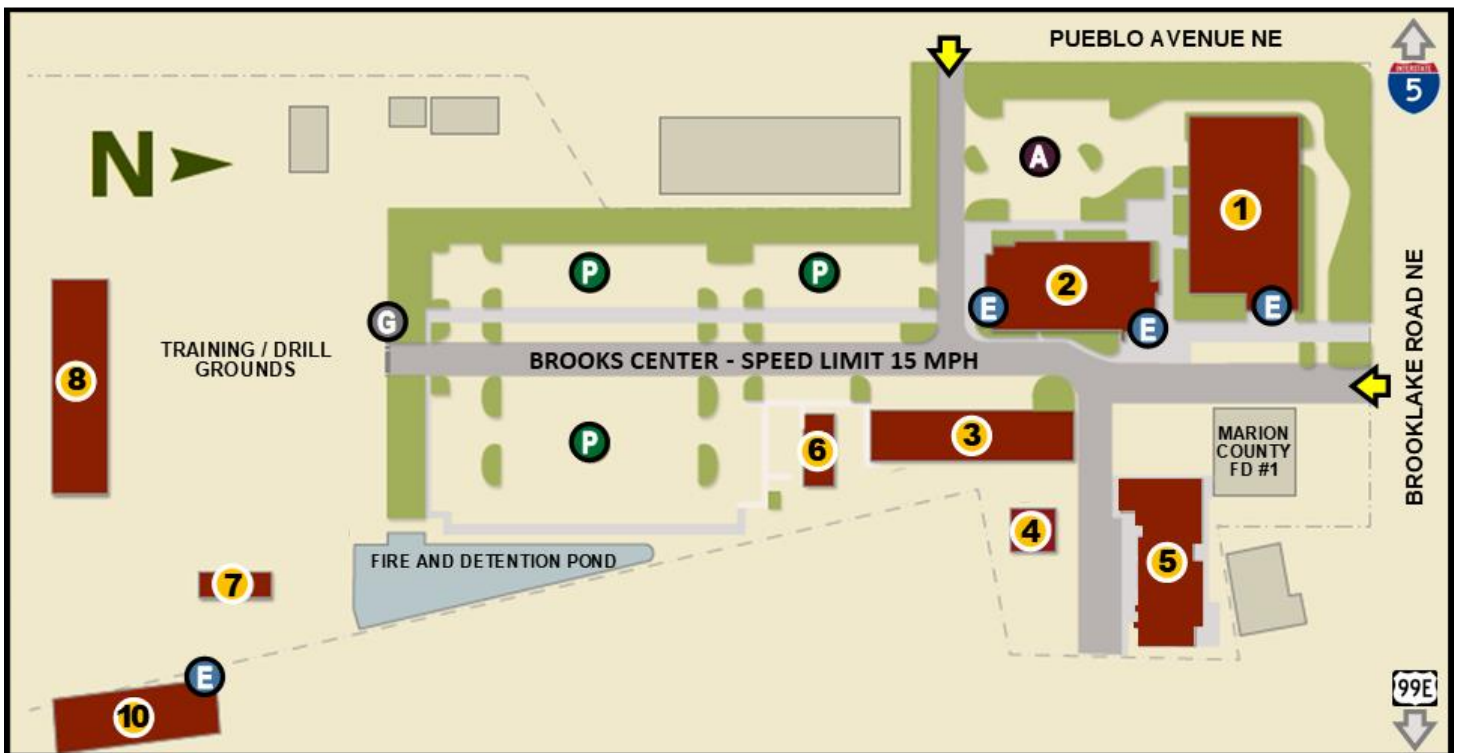
Technical Training Prop Rental	½ Day Rate	Full Day Rate	Required Additional Charges
Technical Rescue Tower (Building 4)	\$300.00	\$600.00	An approved BRTC Safety Officer/Prop Technician at \$60.00 per hour.
Mobile Home (Building 6)	\$300.00	\$600.00	Materials (if applicable)
Ventilation Roof Prop in Building 8	\$300.00	\$600.00	Materials (i.e. plywood)
Confined Space Rescue Maze	\$300.00	\$600.00	An approved BRTC Safety Officer/Prop Technician at \$60.00 per hour.
Drafting Pond	\$100.00	\$200.00	
Driving Course	\$100.00	\$200.00	Group must collect cones after use. Failure to do so will result in a charge for staff time to cleanup.
Rail Tank Car, Car Fire Prop and LPG Props	\$300.00	\$500.00	An approved BRTC Safety Officer/Prop Technician at \$60.00 per hour. Cost of fuels/materials.
Burn Tower (Building 7)*	Non-Fire: \$250.00	Non-Fire: \$500.00	*Pricing is per prop or rent two and third is included.
Garden T Prop* (Two story, garden-style apartment)	Live Fire: \$500.00	Live Fire: \$800.00	For all live fire activities: An approved BRTC Safety Officer/Prop Technician at \$60.00 per hour. Cost of fuels/materials.
Swedish Flashover Prop*			

Other	½ Day Rate	Full Day Rate	Required Additional Charges
Outdoor Campus including Technical Training Props (Listed above)	\$2,000.00	\$4,000.00	An approved BRTC Safety Officer/Prop Technician at \$60.00 per hour. Cost of fuels/materials.
Building 1 and Technical Training Props (Listed page 4 and above)	\$3,000.00	\$5,000.00	An approved BRTC Safety Officer/Prop Technician at \$60.00 per hour. Cost of fuels/materials. Does NOT include CPAT or ORPAT equipment usage.
Certified Trainer-Instructor	Varies	Varies	Rates vary on subject(s) requested.

Please note: All burn materials will be provided by Brooks Center staff unless prior approval is received. Customers are responsible for damages that may occur during the scheduled rental period.

Brooks Grounds Information and Map







The outdoor training spaces at the Chemeketa Brooks Regional Training Center are thoughtfully designed to support a variety of hands-on training and simulation activities. The expansive grounds provide ample room for practical exercises, including tactical law enforcement drills, fire service training scenarios, and emergency medical services skills. These outdoor areas are equipped with versatile setups to accommodate mock emergency responses, vehicle operations, and other specialized training needs. The spaces are well-maintained and adaptable, offering a safe and functional environment for rigorous training. Additionally, the outdoor training areas are supported by convenient access to parking, restrooms, and nearby indoor facilities, ensuring a seamless experience for all participants. Fully compliant with safety and accessibility standards, these spaces are ideal for organizations seeking a professional setting to enhance skill development and operational readiness.



BUILDINGS

- 1 Regional Training Center
- 2 Classrooms
- 3 Logistics
- 4 Rescue Tower
- 5 Fire Station Auxiliary
- 6 Tactical Scenario
- 7 Burn Tower
- 8 Equipment
- 10 Diesel Technology

MAP KEY

-  Campus Buildings
-  Campus Entrance
-  Agency Parking
-  Building Entrance
-  Security Gate
-  Parking

Driving Directions:

I-5 Southbound take exit 263. Turn left onto Brooklake Rd NE. Travel .8 miles and turn right into campus entrance after green Chemeketa sign.

I-5 Northbound take exit 263. Turn right onto Brooklake Rd NE. Travel .6 miles and turn right into campus entrance after green Chemeketa sign.

Policies and Guidelines

Below is a brief summary of our policies. For full details, please refer to the Facility Use Agreement, Attachment A, Rules and Regulations.

- **Cancellation Policy:** Chemeketa Brooks Staff must be notified, in writing, 7 working days prior to your event date that you need to cancel. Otherwise, you will be billed 50% of your reservation fee if you cancel and/or no show without notification.
- **Decorations:** Displays, signs, banners, or decorations must receive prior approval from the Event Coordinator. No tacks, nails, hooks, or staples are allowed on facility walls. Only multi-surface painter's tape may be used to affix decorations. Candles must be enclosed in non-tip containers. The use of glitter, sequins, or similar materials is strictly prohibited, as are fog/smoke machines and explosive special effects.
- **Electrical Use:** Only heavy-duty, three-prong extension cords may be used within College facilities.
- **Prohibited Substances:** The use of illegal drugs in any form, smoking (including tobacco products and e-cigarettes), and the consumption of alcoholic beverages are not permitted on College property.
- **Parking:** Free parking is available in designated spots located in the lot south of Building 2. Please note that parking on the west side of Building 2 is not permitted, except for people with disabled parking permits. To accommodate short-term visitors, parking spaces in front of Building 1 should remain available for temporary use only, except for people with disabled parking permits.
- **Insurance Requirements:** Clients must have their own General Liability Insurance for the duration of the facility use period. Proof of insurance must be given to the College before using the facility. If the client doesn't provide or maintain the required insurance, they will not be able to use the facility. Listed below are the amounts of insurance required. For full insurance requirements refer to the Facility Use Agreement, Attachment B, Insurance Requirements.
 - User shall provide and maintain a commercial general liability policy written on an occurrence form with limits not less than:
 - \$2,000,000 General Aggregate
 - \$1,000,000 Products and Completed Operations Aggregate
 - \$1,000,000 Personal and Advertising Injury
 - \$1,000,000 Each Occurrence

We appreciate your cooperation in adhering to these guidelines to ensure the safety and comfort of all facility users.

Catering Options

Chemeketa Community College does not endorse any of the vendors listed below.
You are welcome to use any **licensed** caterer of your choice,
upon providing catering license number to Chemeketa staff.

Little Lois https://littleloiscafe.com (503) 315-2459	Box Lunches, Salads, Platters / Drop-Off Individuals can choose their own selections with link and group order number.
Bearwolf PNW Deli and catering https://bearwolfcatering.com (971) 443-7031	Box Lunches and Salads / Drop-Off
Western Pacific/McKillip's Catering, Inc. http://www.westernpacificcatering.com (503) 682-9450	BBQ / Full Service and Drop-Off
Wooden Nickel Catering https://woodennickel.com (503) 873-9979 ext. 22	BBQ / Full Service, Drop-Off & Pick-Up
Sassy Onion https://sassyonion.com/catering (503) 378-9180	Full Service and Drop-Off
Elegant Catering https://www.elegantcatering.com (503) 399-7437	Full Service and Drop-Off
Capricorn Catering https://www.capricorncatering.com (503) 507-5788	Full Service
Wild Pear Downtown, LLC https://www.wildpearcatering.com (503) 378-7515	Full Service
Willaby's Catering https://willabyscatering.com (503) 371-7815	Full Service and Drop-Off
Magnolia Grill https://www.magnoliagrillandcatering.com (912) 756-3663	Full Service