



Conference Room Guidelines

Scheduling:

The conference room is available on a first come first served basis. To schedule use of the room, call the Foundation's Grants and Operations Manager, Tracy Lamparty at 612-623-1656 or email her at tlamparty@phillipsfamilymn.org. You will be asked to fill out a short request form prior to confirming the request. The Foundation requests that you provide two contacts and make note of who will be the contact on-site.

In general, the conference room is available during normal business hours. The building is open Monday through Friday from **7 am to 6:30 pm**. Rare exceptions can be made.

First time users of the Foundation's conference room need to arrive 15 minutes prior to their planned start time in order to go through a short orientation.

Please confirm conference room usage 24 hours prior to reserved time.

Please note that reservations may be cancelled due to unforeseen circumstances. We will make every effort to provide you with as much notice as possible if a cancellation is necessary.

Room Set-up:

The conference room has 12 modular tables and seats up to 24. Groups using the room are welcome to rearrange the room however it will best suit their needs. Groups are responsible for both arranging the tables in the manner they would like as well as returning the room to its original set-up when finished. The default set-up of the room is an open rectangle.

There is some space outside the conference room that can be used for a registration table and/or refreshments.

Food and Beverages:

The Foundation has dishes and silverware for 24 people available for those who would like to use it. A large coffee pot and dishwasher are also available. Alcohol is permitted after 3 pm. Aside from water, which the Foundation can provide, groups must provide their own food and beverages. There are coasters in the conference room and we would appreciate they be used for all beverages.

Please note: All garbage and recycling should be put into the proper containers and the tables should be wiped down after the meeting. Cleaner is under the kitchen sink and rags and or paper towels are also in the kitchen.

Materials:

Groups using the conference room should provide their own materials. The Foundation can make its copier available for unexpected needs.

Parking:

NOTE: As of 5/8/17, we are no longer able to provide one day parking passes from 8 am-4 pm. The only visitor spots available are against the building and are marked Visitor parking. If those are full you will have to find somewhere else to park. There is ample street parking in the area- if you need some suggestions, contact Tracy Lamparty at 612-623-1656. Parking in the lot is allowed after 4 pm but parking pass is required. Foundation staff will provide the main contact with the pass prior to meeting date and to be distributed to meeting attendees.

Conference Room Amenities:

- Seats up to 24 people at 12 modular, movable desks to make multiple table arrangements possible
- Projection System-with both HDMI and VGA adapters

- Phone that can conference up to 3 lines at no charge
- Fully ADA compliant
- Wi-Fi
- Black-out shades
- Easel, paper, markers
- Laptop
- Windows on 2 walls providing a great view of downtown Minneapolis
- Whiteboard and markers
- Dishes/Silverware for 24
- Dishwasher
- Refrigerator
- Coat closet
- Open space with old style charm
- Peace Coffee and water available upon request

Additional Considerations:

Please keep in mind that there are private offices near the conference room and that the room is not completely private. There is an all glass wall opening into the common area of the Foundation office and sound may be heard outside the conference room.

The Foundation is not responsible for any lost or missing items.

If anything is broken the group's contact needs to inform Foundation staff immediately.