



Minnesota Counties Intergovernmental Trust

Facility Use Policy



MCIT Facility Use Policy

The Minnesota Counties Intergovernmental Trust (MCIT) has adopted the following policy regarding the use of its conference and meeting rooms.

Location

The facility is located at 100 Empire Drive in St. Paul. Follow this link for [directions](#) or by contacting MCIT at **651.209.6400** (local) or **1.866.547.6516** (toll free).

Parking

MCIT provides approximately 172 stalls of off-street parking at no charge to persons attending a meeting at the facility.

Meeting Room Availability

Meeting space is available at no cost to the following:

- Individual members and staff of the Minnesota Counties Intergovernmental Trust (MCIT)
- Association of Minnesota Counties (AMC)
- Affiliate organizations of AMC
- MCIT tenants
- Committees and subcommittees of an MCIT tenant if reserved by an MCIT tenant
- Organizations that involve a minimum participation of at least 5 individual MCIT members when reserved by an MCIT member

Other groups and organizations involved in providing services to MCIT counties/members will be provided meeting space based upon availability and will be charged a fee for the space as follows:

- Meeting less than 4 hours: \$100
- Meeting more than 4 hours: \$200

MCIT retains the right to assign space based upon availability, meeting size and associated requirements.

A deposit is not required; however groups/individuals are required to pay for damages resulting from their use of the facility.

Room Reservations and Assignment

Room reservations must be submitted through the MCIT website at [MCIT.org/reservation-meeting-room/](https://mcit.org/reservation-meeting-room/).

Questions can be directed to the administrative assistant at **651.209.6400** (local) or **1.866.547.6516** (toll free).

Individuals reserving space will be asked to acknowledge their understanding of this Facility Use Policy upon each request. It is the responsibility of individuals reserving space on behalf of another entity or organization to provide this policy to that entity or organization to ensure understanding and compliance.

MCIT will process requests as received providing confirmation upon approval.

MCIT will post all meetings with their corresponding room number(s) and meeting name in the main lobby on the day of the meeting. Users are limited to the room, or rooms assigned during the confirmation process. Users may not change rooms or extend their meeting time without the prior approval of MCIT. See "Hours of Operation" on page 2.

Changes and Cancellations

Groups needing to cancel or modify their arrangements must contact the MCIT administrative assistant at info@mcit.org no later than two business days prior to the meeting. Modifications are not guaranteed and will depend on the modification requested, the availability of space and equipment commitments.

Failure to use a reserved room or cancel a room reservation two days prior to the meeting will obligate the group to a \$100 setup fee.

Available Equipment

MCIT has the following equipment available on a first come, first served basis:

- Flipchart Easel
- Data projector (\$25 user fee)
- Lectern
- Conference telephone (limited to two outside parties)
- Projection screen
- Whiteboard

MCIT has an audio system with microphones and speakers available for groups using rooms 306, 307 and 312. Video conferencing is available in room 312 with capability of expanding to 306 and 307 for larger groups. All three rooms are equipped with teleconferencing capabilities on individual or combined basis allowing up to two outside lines per room.

MCIT equipment is available only when it is requested at the time of the initial reservation and confirmed by MCIT.

Groups or individuals using MCIT equipment are responsible for damage resulting from their use.

Special Arrangements/Equipment

MCIT will work with groups to accommodate advance requests for special meeting arrangements and equipment needs.

MCIT reserves the right to charge a fee for special arrangements, including last-minute changes, for room set up, specialized cleaning, computer and AV equipment set up.

Hours of Operation

Meeting rooms are available during normal business hours: Monday through Friday 7:30 a.m. to 4:30 p.m.

Meetings and conferences beginning before 7:30 a.m. or extending past 4:30 p.m. need to be approved and coordinated with MCIT in advance and are subject to a \$50 fee per each additional half hour. This fee schedule applies to any meetings that run over the allotted time whether within or outside MCIT's normal business hours.

Meeting rooms are not available on weekends or MCIT holidays:

- | | | |
|--------------------------|--------------------|-----------------------------|
| • New Year's Day | • Independence Day | • Friday after Thanksgiving |
| • Martin Luther King Day | • Labor Day | • Christmas Eve Day |
| • President's Day | • Veterans Day | • Christmas Day |
| • Memorial Day | • Thanksgiving Day | • New Year's Eve Day |

Food & Beverages

Cooking food is prohibited in the MCIT facility.

Groups using the MCIT facility will have access to the following equipment on a first come, first served basis:

- | | | |
|-------------------------|------------------|----------------|
| • 55 cup coffee brewer | • Air pots | • Refrigerator |
| • Air pot coffee brewer | • Water pitchers | |

Directions on the use of equipment will be provided by MCIT when appropriate.

The serving kitchen and dining room on 3rd floor are available for buffet style lunches on a first come, first served basis and should be requested during initial room reservation. The dining room has a maximum seating capacity of 100 people. The serving kitchen is available to assemble pre-prepared food for service. Serving utensils, dishes and other food preparation needs must be provided by the user.

MCIT does *not* provide:

- Coffee/beverages
- Napkins
- Condiments (salt/pepper/sugar/cream...)
- Cups
- Plates
- Eating/serving utensils

Caterers

MCIT's hours of operation (7:30 a.m. to 4:30 p.m.) also apply to caterers. Groups choosing to provide food will be held responsible to ensure that all leftover food, sterno (or similar) heating elements, utensils, serving trays and equipment is **removed from the MCIT facility by 4:30 p.m.** the day it is served. Groups serving food are not allowed to store food in the MCIT facility. Violations of this section will obligate the group to a cleaning fee of up to \$100.

Deliveries

Deliveries will be accepted between 7 a.m. and 4:30 p.m. Exceptions require prior arrangements with MCIT.

Building Evacuations

Building evacuations may be performed during a meeting for public safety reasons including disturbances, fire incidents or release of hazardous materials.

Evacuation Procedures

- Alarm systems will activate automatically.
- Proceed to ground floor and exit building via main entrance, north or south stairwell exit (see attachments).
- Do *not* use elevators.
- Close but do not lock doors.
- Once outside, meet approximately 100 yards from the building in the north or east parking lot and account for all meeting attendees.
- After attendee count is obtained, report to MCIT representative located in east parking lot.
- If MCIT representative is unavailable, report any attendees for whom you cannot account to emergency personnel upon arrival. Consider use of cars in parking lot for temporary shelter from rain or cold; however, be sure MCIT staff are aware of your location at all times.
- Do *not* re-enter the building until permission is granted from emergency response personnel, law enforcement or MCIT executive director or designee.

Floor Plan Attachments

- 2nd Floor Exit Routes
- 3rd Floor Exit Routes

Additional Use Policies

Facility rooms are primarily intended for official county business and training but are available to other groups at the discretion of the executive director. MCIT facility shall not be used for commercial enterprises, private ceremonies, cooking, any form of gambling, dances, craft projects or other similar events.

Groups using a meeting room must have a designated contact person. This person will be considered responsible for the group's conduct and will be the contact person during the meeting.

Rooms are to be used "as is" and returned to the original state before leaving the facility. Moving chairs or tables from one room to another room is not allowed. If upon arriving at the facility or during your meeting, you realize a need for additional or different accommodations, you must contact the administrative assistant at the front desk for assistance. Do not take items from another room, as you may be disturbing the accommodations that have been arranged for another group.

Unoccupied rooms may not be used for individual or break out groups unless reserved in advance for this purpose. Meeting attendees should not use unoccupied rooms for phone calls, computer use, eating, conference calls or other unscheduled use.

Any damage or injury that occurs during use of the facility should be reported to MCIT staff.

The use of alcoholic beverages is prohibited from the premises without the prior written approval of the MCIT executive director. If approved, proof of liquor liability insurance, naming MCIT as an additional insured, will be required at least 30 days prior to the meeting.

MCIT assumes no responsibility for nonavailability, loss, damage, injury or illness incurred by the users of the facility.

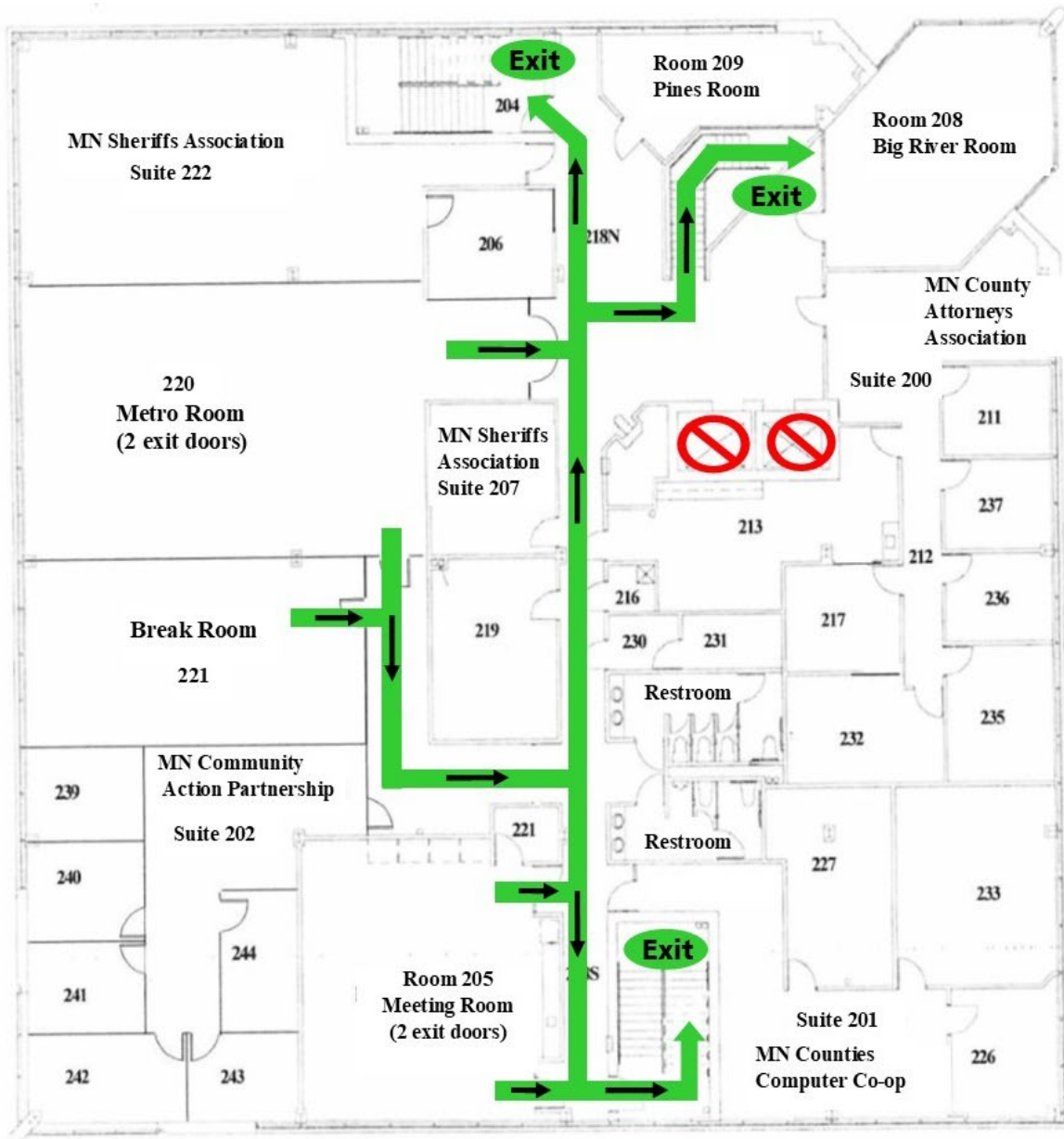
MCIT is a smoke-free facility.


MCIT prohibits the possession of firearms or weapons of any kind on the premises, except as provided by Minnesota law.

Violation of these policies can result in termination of facility use privileges.

MCIT retains the right to modify the facility use policy.

Attachment 1: MCIT Second Floor Exit Routes



 DO NOT USE
ELEVATORS
FOR SHELTER
OR IN THE
CASE OF FIRE.

Attachment 2: MCIT Third Floor Exit Routes

