

# 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. Directions from all major freeways are attached. Directions can also be obtained by contacting the MCIT Administrative Assistant at 651-209-6400 or by accessing MCIT's web site at [www.mcit.org](http://www.mcit.org).

## **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 priority is given at no cost to the following groups:

- 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 members of MCIT if reserved by an MCIT member

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

- |                     |       |
|---------------------|-------|
| ▪ Less than 4 hours | \$100 |
| ▪ 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 made through the MCIT Administrative Assistant. Room Reservation Request forms can be submitted via the MCIT website at [www.mcit.org](http://www.mcit.org), faxed to MCIT at 651-209-6495 or hand delivered to the MCIT reception desk. The Administrative Assistant can be reached at 651-209-6400.

Groups requesting room reservations must complete the MCIT Facility Use Policy Acknowledgement Form (annually) and submit an MCIT Reservation Request Form for each meeting. The Reservation Request Form must be signed, dated and returned to MCIT. MCIT will provide a confirmation of the room reservation and specifications. Once MCIT confirms space, it is guaranteed.

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 assigned room or rooms assigned during the confirmed time. Users may not change rooms or extend their meeting time without the express approval of MCIT. See "Hours of Operation" on page 3.

## **CHANGES AND CANCELLATIONS**

Groups needing to cancel or modify their arrangements must contact the MCIT Administrative Assistant at [jaschenbrener@mcit.org](mailto:jaschenbrener@mcit.org) no later than two business days prior to the meeting. Modifications are not guaranteed and will depend on the change requested, the availability of space and equipment commitments.

Failure to cancel a room reservation two days prior to the meeting will obligate the organization to a \$100 fee and may also impact future use of the MCIT facility.

## **AVAILABLE EQUIPMENT**

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

- Flipchart / Easel
- Data Projector -- \$25
- Overhead Projector
- Lecterns
- Conference Phone (Analog line)
- Projection Screen

- Telephone (Digital Speaker)
- Television / VCR / DVD
- Whiteboard
- Interactive Video Teleconferencing (IVT) --- (Hourly fee applies)

MCIT has the following equipment available for groups using conference rooms #306, #307 & #312.

- Audio System (2 Microphones available)
- Visual Aids (allows Data Projector, VCR, DVD, and/or Satellite TV images to be projected to monitor screens)

Arrangements must be made in advance if presenters intend to access the Internet as part of a presentation. An analog line must be reserved if a presenter needs to dial into the Internet or into a parent corporation. If you do not need to dial into a home office or private ISP, arrangements can be made to access the Internet through MCIT's dedicated connection.

The above equipment will only be made available if it is requested at the time of the initial reservation request or if requested prior to the scheduled meeting time.

Groups or individuals using the equipment are required to pay for damages resulting from their use of the equipment.

### **SPECIAL ARRANGMENTS/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 set up, AV equipment and loading software.

### **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.

Meeting rooms are not available on weekends or the following MCIT holidays:

New Year's Day  
Martin Luther King Day

President's Day  
Memorial Day

Independence Day  
Labor Day

Veteran's Day  
Thanksgiving Day

Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day (1/2 day)

## **FOOD & BEVERAGES**

Cooking food in the MCIT facility is not allowed.

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

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

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

The serving kitchen and dining room on 3<sup>rd</sup> floor are available for buffet style lunches. The serving kitchen and dining room are available on a first come, first serve, basis and should be requested during initial room reservation. Maximum seating capacity in the dining room is 100 people.

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 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. Failing to adhere to this policy will obligate the group to a \$50 cleaning fee.

## **DELIVERIES**

Deliveries will not be accepted before 7:00 a.m. or after 4:30 p.m. unless prior arrangements are made with MCIT.

## **BUILDING EVACUATIONS**

Building evacuations may be performed 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 determine if all meeting attendees are accounted for
- After attendee count is obtained report to MCIT representative located in east parking lot
- If MCIT representative is unavailable, report any unaccounted for attendees 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 building until permission is granted from emergency response personnel, law enforcement or MCIT Executive Director or designee.

### **Floor Plan Attachments**

2<sup>nd</sup> Floor Exit Routes

3<sup>rd</sup> Floor Exit Routes

## **SPECIFIC 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. Rooms are not to be used for commercial enterprises, private ceremonies, cooking, any form of gambling, dances, craft projects, or other similar events.

Any group using a meeting rooms 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.

Facility rooms are to be used “as is” and returned to original state before leaving the premises. 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.

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 non-availability, 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.