



Minnesota Counties Intergovernmental Trust

Facility Use Policy



MCIT Facility Use Policy

Minnesota Counties Intergovernmental Trust (MCIT) is a joint powers entity serving its member counties and other associated public entities in the State of Minnesota. With its headquarters located in St. Paul, MCIT has adopted the following policy regarding the use of its conference and meeting rooms.

Location

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

Meeting Room Availability

The MCIT facility offers a variety of conference and meeting rooms with occupancy ratings ranging from 12 to 140 intended for the use of its members and related partners in the furtherance of their mission and objectives.

Meeting space is available at no cost to the following:

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

Other groups and organizations involved in providing services to MCIT counties/members may be provided meeting space at the discretion of the executive director based upon meeting purpose and room availability subject to the following fee schedule:

- Meeting less than 4 hours: \$200
- Meeting more than 4 hours: \$400

Room Reservation Requests and Assignment

Room reservation requests must be submitted through the MCIT website at [MCIT.org/reserve-meeting-room](https://mcit.org/reserve-meeting-room). Questions can be directed to MCIT at **651.209.6400** (local) or **1.866.547.6516** (toll free).

Individuals requesting space are required to acknowledge their understanding of this Facility Use Policy upon each request. It is the responsibility of the individual 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 assign space based upon room availability, meeting size and associated requirements. MCIT will process room reservation requests as received providing an emailed confirmation to the requesting individual 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. Facility users are limited to the room(s) assigned during the confirmation process. Facility users may not change rooms or extend their meeting hours without prior approval from MCIT.

Parking

MCIT provides approximately 155 off-street parking stalls at no charge to persons attending a meeting at the facility.

Changes and Cancellations

Groups needing to cancel or modify their reservation must contact MCIT at info@mcit.org or **651.209.6400** (local)/**1.866.547.6516** (toll free) a minimum of two business days prior to the meeting. Modifications are not guaranteed and will depend on the modification requested, space availability and equipment commitments.

A \$100 setup fee will be charged to groups that fail to use a reserved room or request cancellation within two business days of the scheduled meeting.

Available Technology and Meeting Room Equipment

MCIT has invested in meeting room technology and related equipment to accommodate a variety of meeting needs and formats. Public wifi is available to all facility users. The following equipment is also available on a first come, first served basis:

- Flipchart easel
- Data projector (\$25 user fee)
- Lectern
- Projection screen
- Whiteboard

MCIT equipment is provided when requested at the time of the initial reservation and confirmed by MCIT.

MCIT has an audio system with microphones and speakers available in rooms 220, 306, 307, 312 and 313. Video conferencing is available in rooms 220, 312 and 313. Room 312 has the capability of expanding to 306 and 307 for larger groups. All five rooms are equipped with teleconferencing capabilities allowing up to two outside lines per room.

Special Arrangements/Equipment

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

MCIT may charge a fee for special arrangements, including last-minute changes to meeting room setup and technology equipment needs.

Hours of Operation

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

Meetings, training 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 \$75 fee for 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
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas 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 pot coffee brewer
- Air pots
- Water pitchers
- Refrigerator

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

MCIT's serving kitchen and dining room on the third floor are available for buffet style lunches on a first come, first served basis and should be requested during initial room reservation request. 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.

The dining room has a maximum seating capacity of 72 people.

MCIT does *not* provide:

- Coffee/beverages
- Napkins
- Condiments (salt, pepper, sugar, cream, etc.)
- Plates/cups
- 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 for meeting attendees will be held responsible to ensure that all leftover food, sterno (or similar) heating elements, utensils, serving trays and equipment is properly managed and **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 7:30 a.m. and 4:30 p.m. Exceptions require prior arrangements with MCIT.

General Facility Accommodations

The MCIT facility is equipped with the following for the benefit of all facility users:

- A wellness room located on the third floor (Room 330). This space provides a private area for personal use, e.g. personal health needs, nursing/pumping, migraine sensory relief, etc.
 - The room is not for phone calls, checking emails or other nonwellness-related activities.
 - This controlled access space is available for individual facility users with room access coordinated through MCIT's front desk.
- A break room located on the second floor (Room 221), offering seating space, beverage and snack vending, sink and microwave ovens.
- Two automated external defibrillator (AED) devices for emergency use: one in the main lobby and one on third floor adjacent to the elevators.
- A sharps container located in the lobby restroom.
- Interior common area and exterior security cameras (video only) for the purpose of enhancing safety and protecting property.

Building Evacuations

Building evacuations, although unlikely, may be necessary during a meeting for public safety reasons including disturbances, mechanical or fire incidents.

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 an MCIT representative located in north parking lot.
- If an 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.
- 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

- Second Floor Exit Routes (Attachment 1)
- Third Floor Exit Routes (Attachment 2)

Meeting organizers are responsible for sharing evacuation procedures with their meeting attendees.

Additional Use Policies

Facility rooms are primarily intended for official county business and training but are available to other groups as outlined in this policy.

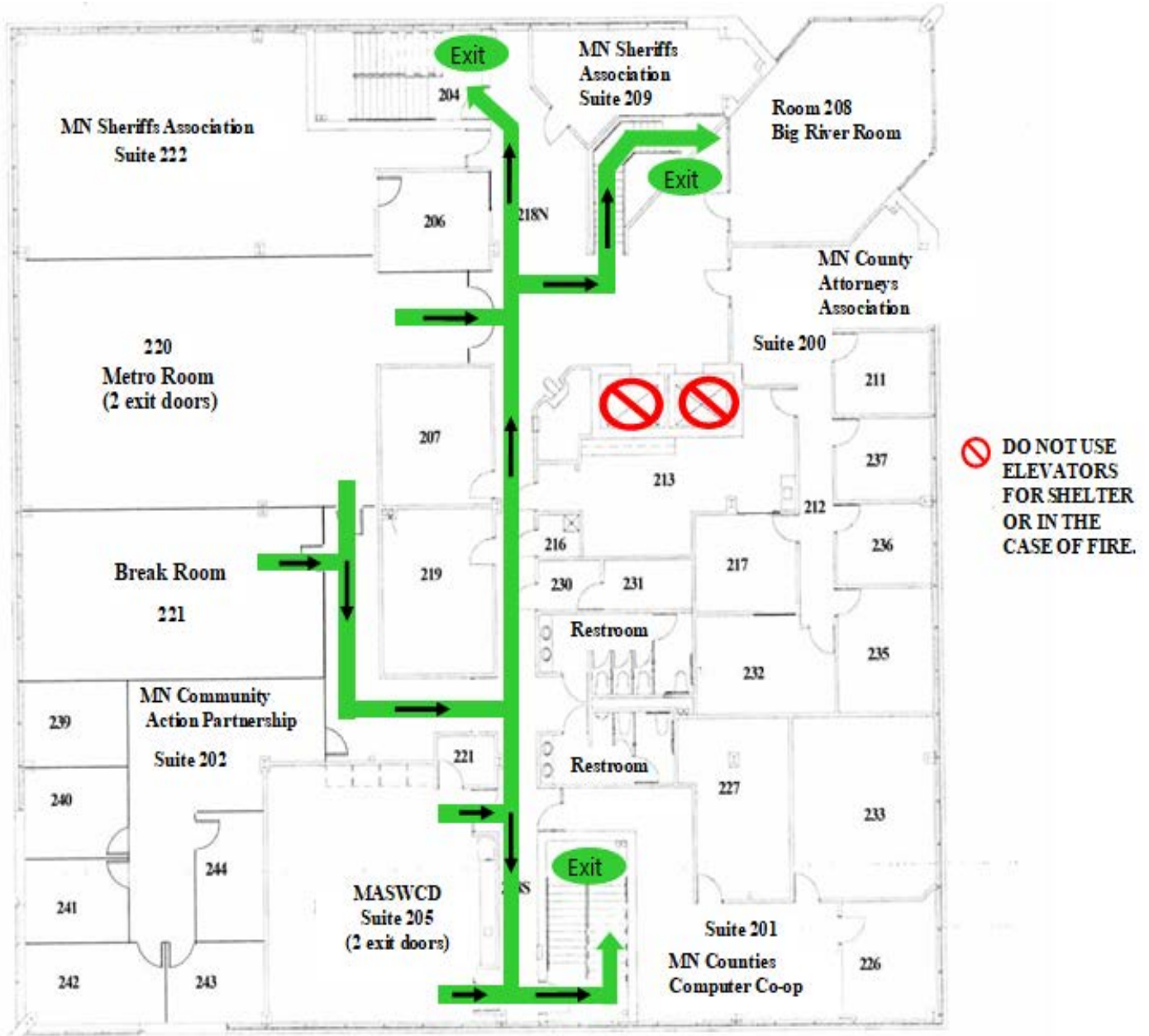
MCIT reserves the right to limit or restrict facility use depending on the details of the request as they relate to this policy, MCIT operations, and the obligations of MCIT as a public entity.

In addition, the following apply to use of the MCIT facility:

- **Designated contact person:** Groups using a meeting room must have a designated contact person on file with MCIT who will be considered responsible for the group's conduct and will be the contact person during the meeting.
- **Not for commercial purposes:** The MCIT facility shall not be used for commercial enterprises, for-profit ventures, private ceremonies, any form of gambling, dances, cooking, craft projects or similar events.
 - Groups/individuals using the facility are prohibited from selling or promoting commercial products or services while using the facility.
- **Use as is:** MCIT 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 prohibited.
 - If upon arriving at the facility, or during the meeting, a need for additional or different accommodations arises, you must contact the MCIT administrative assistant at the front desk for assistance.
- **No use of items from other spaces:** Using items from another room is prohibited as it can result in disturbing the accommodations that have been arranged for another group.
- **No use of unassigned spaces:** 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.
- **Report incidents immediately:** Any damage or injury that occurs during use of the MCIT facility should be reported to MCIT staff immediately.
- **Consumption of alcohol prohibited:** The use of alcoholic beverages is expressly 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.
- **Lost/stolen property or injury to attendees:** MCIT assumes no responsibility for lost or stolen property, loss or damage to personal property, injury or illness incurred by users of the facility.
- **MCIT is a smoke-free facility.**
- **No firearms or weapons:** MCIT prohibits the possession of firearms or weapons of any kind on the premises, except as provided by Minnesota law.
- All groups must **comply with all applicable laws, ordinances, rules, and regulations** while using the facility.
- **Payment for damages:** Groups/individuals are required to pay for damages, including the costs of excessive cleaning, resulting from their use of the facility.
 - Groups using MCIT equipment are responsible for damage resulting from their use of the equipment.
- **Violation of the policy:** Violation of this Facility Use Policy may result in termination of future facility use eligibility.

MCIT may modify this Facility Use Policy upon approval by the MCIT Board of Directors.

Attachment 1: MCIT Second Floor Exit Routes



Attachment 2: MCIT Third Floor Exit Routes

