

# MCN Conference Room Rental

## The Facility

The Minnesota Council of Nonprofits is located in the Midtown Commons complex, two blocks east of Hwy 280 in the Midway area of St. Paul. The building is at the Raymond Avenue rail stop of Metro Transit's Green Line and is on bus routes. Limited parking is available in the lot on the east side of the building. Please do not park in the spaces reserved for Carleton Place Lofts at any time.

MCN's Nonprofit Learning Center includes two rooms that may be combined into one large space. The Lake Room (east side) is approximately 23 feet wide x 32 long. The River Room (west side) is approximately 37 wide x 27 long. The room capacity for nonprofit rentals is 35 attendees. Room set-up is the renter's responsibility.

Rental of the rooms includes the use of ceiling mounted projectors (one per room), microphones and internet connectivity. Other equipment usage may require payment of an additional fee. Because MCN staff must be on-site to support use of equipment, this request must include your planned AV usage.

While food is allowed, the conference room is self-service. A hospitality bar is located in the foyer and may be used by guests; please seek staff assistance with the coffee brewer. Please bring your own coffee grounds and tea bags. Set up, clean up, and resetting of the room are the responsibility of the renter. Please plan your time accordingly.

## MCN Room Rental Availability and Rates

MCN rents the Nonprofit Learning Center (Lake Room and River Room) to MCN member nonprofits for single events (not recurring events). Reservations may be confirmed no more than 3 months before the event is scheduled to take place. Events taking place outside of normal business hours must be confirmed no less than three weeks before the event is scheduled. Rentals are not available on federal holidays, certain religious holidays or on any weekday that MCN's office is closed (e.g., MCN's conference dates).

To inquire about a particular date, please contact Amber Davis, [adavis@minnesotanonprofits.org](mailto:adavis@minnesotanonprofits.org) or 651-757-3088. At least 48 hours' notice is required for cancellations. All rentals are subject to approval by MCN. Rates and terms are subject to change without notice.

### **MCN Member Nonprofit Room Rates: Normal Business Hours, 8:30 a.m. – 4:30 p.m.**

FULL NONPROFIT LEARNING CENTER: \$110 per hour

LAKE ROOM: \$50 per hour (east side)

RIVER ROOM: \$60 per hour (west side)

### **MCN Member Nonprofit Room Rates: Outside of Normal Business Hours**

(this rate applies to the full event if ANY portion of the event takes place outside of MCN's normal business hours)

FULL NONPROFIT LEARNING CENTER: \$220 PER HOUR (minimum of 4 hours)

LAKE ROOM: \$100 per hour (minimum of 4 hours)

RIVER ROOM: \$120 per hour (minimum of 4 hours)

**Discounted Rates During Normal Business Hours:** MCN is able to decrease our rental fee for MCN member nonprofits with budgets under \$750,000. Please contact Amber Davis for details, [adavis@minnesotanonprofits.org](mailto:adavis@minnesotanonprofits.org).





# MCN Conference Room Rental

**Please return completed form with payment to MCN:**

Minnesota Council of Nonprofits  
2314 University Avenue West, Suite 20  
St. Paul, MN 55114  
FAX: 651-757-1517 | EMAIL: [adavis@minnesotanonprofits.org](mailto:adavis@minnesotanonprofits.org)

Organization Name: \_\_\_\_\_ MCN Member ID: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**Room Needed:**  Full Nonprofit Learning Center  Lake Room (east side)  River Room (west side)

**AV Needed:**  None  Computer  LCD / Screen  
 Microphone  Conference Call Equipment (internet calls only)

**Group Size (maximum 35):** \_\_\_\_\_

**Total Hours:** \_\_\_\_\_ **Total Fee:** \$ \_\_\_\_\_ (booking is not confirmed until payment is received)

**Payment Method:**  Check  Credit Card

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Name as it appears on Credit Card: \_\_\_\_\_

Organization Name (if corporate credit card): \_\_\_\_\_

Billing Address (if different than above): \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

*I acknowledge that I have read and agree to the above terms and conference room policy. My organization may be billed for damages or cleaning fees. I understand my organization may be refused future conference room rental if these terms are violated.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_