



The Facility

The Minnesota Council of Nonprofits (MCN) is located in the Midtown Commons complex, two blocks east of Hwy. 280 in 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. 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. Room capacity for nonprofit rentals is 35 attendees, regardless of whether one or both rooms is rented.

Rental of the rooms includes the use of ceiling mounted projectors (one per room), hand-held 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.

Renters should plan on arriving at least 15 minutes prior to their event to evaluate and set up their space. Additional meeting time that extends beyond the requested set-up or departure time will be charged according to MCN's hourly rates. Set up, clean up, and resetting of the room are the responsibility of the renter.

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. If food is present during a meeting, renters must vacuum and clean surfaces prior to departure (vacuum and supplies are provided). If the room is not reset and clean, renters will be subject to a \$100 cleaning fee.

Under no circumstances are renters allowed to prop the building doors open unattended. Rentals taking place after hours must make arrangements to have someone available to let guests in the building or post a cell phone number guests can call to gain entry to the building.



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 three 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.

To inquire about a particular date, please contact Amber Davis at 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: \$75 per hour

LAKE ROOM: \$40 per hour (east side)

RIVER ROOM: \$50 per hour (west side)

Discounted Rates During Normal Business Hours: MCN is able to decrease our rental fee for MCN member nonprofits with budgets under \$700,000. Please contact Amber Davis for details, adavis@minnesotanonprofits.org.

Liability Agreement

This agreement releases the Minnesota Council of Nonprofits (MCN) from all liability relating to injuries that may occur during any meeting or events that may occur through my or my guests' or invitees' use of the Nonprofit Learning Center. By signing this agreement, I understand, acknowledge and agree to the following:

- (i) I shall defend, indemnify, and hold harmless MCN and its officers, directors, employees, agents, affiliates, members, successors, and assigns against any and all losses, damages, liabilities, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, from any claim, loss, or suit arising from or related to my or my guests' and invitees' use of the Nonprofit Learning Center, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.
- (ii) I am responsible for any loss or damage to the Nonprofit Learning Center, adjoining facilities, building common areas, or building exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, or any other property. I further understand, acknowledge, and agree that my liability for loss or damages is not limited to the amount of the deposits received by MCN.
- (iii) MCN is not responsible for items belonging to me or my guests or invitees that are lost, stolen, or damaged during the rental period.
- (iv) MCN will not be liable for the safety of my guests and invitees. I am liable for the actions and behavior of my guests and invitees during the rental period, and at any other time such guest or invitee is on or around the Nonprofit Learning Center as a result of my use of the Nonprofit Learning Center.
- (v) MCN will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonably beyond MCN's control.



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

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

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: _____