

MCN Conference Room Rental

2314 University Ave. W., Suite 20, St. Paul, MN 55114

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.

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 (e.g., MCN's conference dates).

To inquire about a particular date, please contact Mark Buenaflor at mbuenaflor@minnesotanonprofits.org or 651-757-3066. 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)

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: \$100 PER HOUR (minimum of 4 hours)

LAKE ROOM: \$65 per hour (minimum of 4 hours)

RIVER ROOM: \$75 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 Mark Buenaflor for details, mbuenaflor@minnesotanonprofits.org.

See Reverse for Room Reservation Form

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: mbuenafior@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: _____