

General Conference Room Guidelines

1) **Reservations/Housekeeping:** Please include set-up and clean-up time when reserving the conference rooms. Conference room use is heavy at times and reservations are often booked back-to-back. It is important to leave the conference room in a presentable manner so that the next meeting can begin at their scheduled time. Please appoint someone in your office or within your meeting to straighten up and return the room back to its normal arrangement. If you are having a breakfast or luncheon meeting and have more trash than the waste containers can handle, please contact the 24-hour dispatch line (952-831-1001) to request that one of the day staff remove the excess prior to the end of your meeting. That way, the next tenant's reservation can start on schedule. Please remember that some rooms are reserved during the evening hours, so clean-up/set-up for day-time meetings ending at 5:00 p.m. are also necessary.

Conference room reservations can be made up to ninety (90) days in advance. Please contact building management at 952-837-8400; or via e-mail at clp@northmarq.com to obtain your log in for access to calendar.

2) **Telephone Restrictions:** phone lines are restricted to local area code or toll-free calls only.

3) **Furniture:** It is building policy to not remove or share furniture between the conference rooms. Tenants may arrange the tables and chairs as needed to accommodate their meeting requirements. *Credenzas should not be moved.* Please return furniture to its standard arrangement when finished.

Tenants may bring in additional tables/chairs from their offices or arrange for rental at their own expense. Prompt removal of all extra furniture should take place by the end of the scheduled meeting; any damage or losses that occur are the responsibility of the tenant. Centennial Concierge can assist in arranging for the rental of extra chair/table rentals. Please contact them at least 48 hours in advance. The concierge can be reached at 952-837-8485.

7701 France Avenue South, Suite 650 – access card required during non-business hours.

7601 France Avenue South, Suite 560 – access card required during non-business hours.

3601 West 76th Street, Suite 275 also known as the Training Room - access card required during non-business hours. If you are from a different building, you will need to contact the management office to obtain room and elevator access during non-business hours.

7650 Edinborough Way, Suite 275 – located in the same building as Mykenna's Café.

3600 Minnesota Drive, Suites 80A & B. Booked as one room, located on the lower level by the gift shop. This conference room can be used as one room or divided into two sections. *Please note: While this divider is sound deadening, it is not soundproof.*

Please do not leave items in the conference rooms overnight, keeping in mind that some rooms are not locked or that they could be reserved for evening meetings. Do not store items in the closets for recurring meetings. Building management is not responsible for any item left behind in a conference room which may be lost, disposed of, or stolen.