



Capitol Complex Conference Room Directory

August 2012



Capitol Complex Conference Room Directory

The Capitol Complex Conference Room Directory was created to aid in the scheduling of shared conference rooms among state agencies, with the majority of those in the Capitol Complex. We have compiled information from 19 buildings and over 15 departments with the cooperation of many employees. We hope that it is helpful to you.

In this directory you will find an alphabetical listing of the buildings in the Capitol Complex and downtown St. Paul. The Capitol Complex building listing has descriptions of available conference rooms, and lists the capacity, equipment and contact person for each.

If you have any changes (e.g., contact people, phone numbers, equipment), please contact **Minnesota Management & Budget** at (651) 201-8000.

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Administration Building				
First Floor				
116B	40	Plant Management	651-201-2300	Whiteboard, projection screen, conference phone:651 201-3056
116C	30	Plant Management	651-201-2300	Whiteboard, projection screen, conference phone: 651-201-2340
Armory				
Gymnasium		Dan Bronk	651-282-4046	Call for details
Centennial Office Building				
GROUND FLOOR				
Blazing Star	30-45	Jean Hoff	651-201-1199	Phone # in room:651-296-1492
Lady Slipper	40	Plant Management	651-201-2300	Whiteboard, projection screen, conference phone:651-201-2341.
Columbine Room	16	Mary Crosson or Roxanne LaPlante	651-201-8196 or 651-201-8080	Computer Training Room
Prairie Clover	15	Brandon Bui	651-201-1198	Computer Trng Rm Phone # in room
2th FLOOR (MMB)				
Crow Wing	20	MMB Front Desk	651-201-8000	Internet, Phone
Camden	12-15	MMB Front Desk	651-201-8000	Internet, Phone
St Croix	25-30	MMB Front Desk	651-201-8000	Internet, Phone
4th FLOOR				
Executive	12	MMB Front Desk	651-201-8000	MMB USE ONLY (651-201-8135 OR 651-201-8136)
Ed Ziegler	35	MMB Front Desk	651-201-8000	Internet, phone (651-201-8134) & whiteboard available (call Ryan Borre 651-201-3652)
John Ludwig	12	MMB Front Desk	651-201-8000	Internet, phone (651-201-8137) & whiteboard available (call Ryan Borre 651-201-3652)

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Northwoods	12	MMB Front Desk	651-201-8000	Internet, phone (651-201-8138) & whiteboard available (call Ryan Borre 651-201-3652)
Capitol View	12	MMB Front Desk	651-201-8000	Internet, phone (651-201-8133) & whiteboard available (call Ryan Borre 651-201-3652)

These rooms cannot be scheduled more than one week in advance

Department of Employee and Economic Development

1 st Floor Training Room	70	Teri Davids	651-259-7112	
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Fleming Field Airport (no cost)

	24 sitting at tables, 40 in lecture configuration	Glenn Burke, Airport Manager	651-554-3350 (Office) 651-485-7442 (mobile)	Wireless internet access, LCD projector and speakers *SEE Attach page. Pictures of the conference room are at the end of this document
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Freeman Bldg

B144	50	Receptionist	651-201-6550	You have to provide your own equipment. This room can be combined with room B145to accommodate up to 100 people.
B145	50	Receptionist	651-201-6550	You have to provide your own equipment. This room can be combined with room B145to accommodate up to 100 people.

Hiway Fed Credit Union Admin Bldg

		Tina Jones	651-789-3061	
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House

		Megan	651-296-8880 651-296-9183	
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Human Services

		Bill Lunz	651-431-2207	
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Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Judicial Center				
The Judicial Center is a secure facility. If you would like to schedule a conference room, but are not from a state agency, you must have a contact person that is employed at the Judicial Center. Judicial Center has a 30-day out rule.				
Ground Floor				
Auditorium	37	Receptionist	297-7650	
GO2	8	Receptionist	297-7650	
G31	18	Receptionist	297-7650	
G03	8	Receptionist	297-7650	
G04	10	Receptionist	297-7650	
Law Library	10-12	Susan Larson	297-7651	
2nd Floor				
Conference Room 220	14	Receptionist	297-7650	Not available Thursday or Friday
Conference Room 225	20	Receptionist	297-7650	Not available Thursday or Friday
Conference Room 230	40	Receptionist	297-7650	Not available Thursday or Friday
Met Council				
		Receptionist	651-602-1000	390 Robert St N
Minnesota Historical Society				
Irvine Room	5-40 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031
3M - Auditorium	75-340 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031
<u>There is a cost to use these rooms ranging from \$ 200 - \$800; for up to 4 consecutive hours of use.Addt'l Hourly charges will apply after first 4 hours. .</u>				
In-house catering provided by Bon Appetit Catering.				
Parking: \$5.00/car				
*Deluxe Classrooms 1 and 2 can be used in combination with each other to accommodate larger groups.				
Minnesota Housing				
Suite 100	75 (Classroom Style)	Cheryl Goldberg	651-296-2172	Projector and Screen, Phone

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Public Safety (BCA)				
	150 (Trng Rm)	Christiana Martin	651-793-1103	Internet (your own laptop), Projector/screen
Revenue Bldg				
Skjegstad Rm / Rm2000-	120 – 135 (at Tables)	Kathy Anderson	651-556-5555	Cannot reserve more than 2 weeks ahead Own laptop (internet wireless) Overhead Projector
State Capitol Building				
Ground Floor				
Room 15G (Hearing Room)*	140 (Audience)	Carissa Masloski	651-296-0866	Microphones and seating for additional 24
Great Hall (Special Events) **	100	Plant Management	651-201-2300	Bring your own equipment and chairs.
1st Floor				
107 (Hearing Room)*	72 (Audience)	Carissa Masloski	651-296-0866	Microphones and seating for additional 21
112 (Hearing Room)*	75 (Audience)	Carissa Masloski	651-296-0866	Microphones and seating for additional 21
118 (Hearing Room)*	73 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 20
123 (Hearing Room)*	125 (Audience)	Carissa Masloski	651-296-0866	Microphones and seating for additional 20
125 (Hearing Room)*	40 (Audience)	Carissa Masloski	651-296-0866	Microphones and seating for additional 20
Rotunda (Special Events)**		Admin-Plant Mgmt	651-201-2300	
* Equipment is available for these rooms. Reserve equipment in advance with contact person. Call for additional information.				
** Public Space Permit needed through Plant Mgmt – call 651.201.2300 for assistance.				
2nd Floor				
224	20	Carissa Masloski	651-296-0866	

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
*229	20	Carissa Masloski	651-296-0866	
217	90	Receptionist	651-296-0306	
3rd Floor				
316 (Hearing Room)	80 (Audience)	Receptionist	651-296-0306	
318 (Hearing Room)	45	Carissa Masloski	651-296-0866	
State Office Building				
Basement				
Basement Hearing Room	279 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 34
Ground Floor				
5 (Hearing Room)	208 (Audience)	Receptionist	651-296-0306	
10 (Hearing Room)	217 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 32
2nd Floor		Receptionist	651-296-0306	
200 (Hearing Room)	215 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 42
3rd Floor		Receptionist	651-296-0306	
300 North (Hearing Room)	93 (Audience)	Receptionist	651-296-0306	
300 South (Hearing Room)	92 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 22
4th Floor		Receptionist	651-296-0306	
400 North (Hearing Room)	56 (Audience)	Receptionist	651-296-0306	
400 South (Hearing Room)	42 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23
5th Floor		Receptionist	651-296-0306	
500 North (Hearing Room)	93 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23
500 South (Hearing Room)	97 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 27

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Projection screens and recording equipment in hearing rooms.				Whiteboard, phone
Transportation Building				
3rd Floor				
360	16	Receptionist	651-366-3871	
Veterans Service Building				
5th Floor, Administration				
Vets B	50	Admin-Plant Mgmt	651-201-2300	Whiteboard and Screen

Fleming Field Airport

Location: Fleming Field Airport
1725 Henry Avenue South St Paul MN 55075

Description:

The conference room is located inside the South St Paul Fleming Field airport terminal building. The room is brightly lit with windows along one wall and will comfortably handle 24 people sitting at tables and up to 40 in lecture configuration. It is well equipped, including wireless internet access, LCD projector and speakers.

Distance: about 15 minutes by car from downtown St Paul (9.5 miles).

Directions from downtown St Paul:

- Hwy 52 south to upper 55th (first exit south of 494)
- Right at top of ramp (east) to "T", about ½ mile. A city park and airport will appear on the right.
- Right at "T" (south) onto Henry Avenue
- Henry Avenue runs into the parking lot for the terminal building the conference room is in.

Conference room size:

24' x 48' (1,152 sq ft)

Equipment

- 13 tables
- 37 chairs
- LCD projector/screen
- Wireless Internet
- White boards at both ends
- Podium
- Restrooms

Contact:

Airport Manager: Glenn Burke 651.554.3350 (office)
651.485.7442 (mobile)

Fee:

None for government agencies



Click on link and it will take you to Administration and at the bottom of the page there is another link that will take you to complete listing of all capitol complex conference rooms.

http://www.admin.state.mn.us/pmd/3-1_conference_rooms.htm