

Model Cities BROWNstone Conference Room Reservation

Thank you for your interest in Model Cities' Conference Rooms at the BROWNstone. There are two spaces available for rent: The Flynn Family Community Room and The Reading Room.

The *Flynn Family Community Room* is a multi-use 1,060 square feet space for a capacity of 76 people is equipped with a kitchenette, projector with a projection screen, overhead speakers, and a microphone which are available for use for an additional fee. This multi-use space is perfect for a small reception, meetings, conferences, seminars and more. The room fee for this space is \$40 per hour up to four (4) hours, and \$200 up to eight (8) hours and \$350 for up to 12 hours. Additional equipment is \$10 per item requested. The Flynn Family Community Room can be accommodate different seating arrangements, including:

	Seating Capacity
Classroom	27
Auditorium	60
Banquet/Seated Reception	32 - 36
Square	12
U-shape	16
Standing Reception	76

The *Reading Room* is a smaller intimate (770 square foot) space that can accommodate up to 25 people a projector and screen are available for an additional fee. This beautiful casual gathering space is perfect for hosting small meetings, presentations, and seminars. Because it includes original artwork from local artists, this room lends itself to sessions highlighting on various art forms, including spoken word, art exhibits, and other related events. The room fee for this space is \$30 per hour up to four (4) hours, and \$150 up to eight (8) hours and \$250 for up to 12 hours. Additional equipment is \$10 per item requested. The maximum occupancy varies for each conference room. These rooms can be arranged to fit your needs, given the space available.

	Seating Capacity
Classroom	12
Auditorium	25
Standing Reception	25
Square	8
U-shape	8

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Conference Room Fact Sheet

Reserving the Rooms

To reserve a room, guests can call 651-632-8350. Basic information is taken over the telephone which is followed by a Conference Room Request Form application. The application helps us ensure that the room meets your needs and wishes.

You can reserve the rooms for one or recurring uses.

Damage Deposits

A \$50 damage deposit is required when the room is being used for banquets, receptions, or recurring reservations. This deposit is due along with a completed Application at least ten (10) days prior to the date of your event. The damage deposit will be refunded within ten (10) days after the completion of your event. In the event Model Cities incurs any costs associated with your use of the Room, including but not limited to damages, cleaning, disposal of refuse, removal of decorations, and/or any other activity designed to replace the Room to its original condition, the cost will be deducted from the damage deposit.

Care of the Rooms

Because the rooms are used for various purposes, we ask that guests take special care in their use of the space. Any decorations used must be free standing. Guests using the room cannot attach or secure, temporarily or permanently, any decorations, banners, streamers, balloons, tape, adhesives, glitter, or any other materials, to the walls, windows, ceilings, floors, tables, and chairs.

Rooms are available up until 9:00 PM, Monday through Friday. Rooms are not rented on Sundays, and holidays. Saturday rentals are available from 8 AM to 9 PM; except on holiday weekends. Guests are responsible for ensuring that their event party vacates the property by closing time.

After use, guests are responsible for returning the room to the condition in which it was prior to your arrival. Trash bins are located within the room for removal of trash and garbage.

The possession or consumption of any alcoholic beverages is RESTRICTED to wines for the reserved community room only. All other alcoholic beverages are NOT ALLOWED. All alcoholic beverages shall not be possessed or consumed anywhere outside the reserved room, NO WHERE on the property of BROWNstone, whether indoors or outdoors. Any violation of this policy will result in the immediate ejection of you and any guests and will be banned from future use of the room or the property of BROWNstone. **BROWNstone is a NON-Smoking residence.**

Due to the size of the room and the environment of the building, speakers are kept to a minimum. Live music cannot be plugged into speakers or microphones. Please respect the space and the residents who reside in the BROWNstone property.

Indemnity

Model Cities is not responsible for any loss, injury, claims and/or demands that BROWNstone or Model Cities, its successors, and/or consigns may suffer as a result of your use or misuse of the room or BROWNstone property.

Cancellations

If you need to cancel your reservation, please notify Model Cities at least 48 hours in advance for a full refund. Please allow 10 days to process the refund.

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Conference Room Request Form

Conference Room requested (please check):

The Flynn Family Community Room (\$40/hour) The Reading Room (\$30/hour)

Meeting Date: _____ Meeting Time: _____ Length of Meeting: _____
(for your reservation, please include set-up and clean-up)

Contact Name: _____

Organization (If applicable): _____

Address: _____

Telephone: _____ **Alternate Number:** _____

Room Set-Up Check one: *(Please refer to the room setup listed on Conference Room Reservation sheet.)*

Classroom Auditorium Square U-shape Reception

Expected Attendance: _____ people

Additional Equipment: *(Please circle all additional equipment needed, \$10 fee per equipment)*

Projector Projection Screen Audio Microphone

Additional Comments:

Statement of Agreement:

By completing this form and signing below, I have read and understand the guidelines for the usage of the room and the deposit return instructions. I agree to follow the usage agreement stated above. I understand that if I fail to follow through the agreement and instructions, it will result in loss of future rental of the space.

Signature

Date

Please fax request form to 651-293-1928 or email it to: conferencerooms@modelcities.org.
Mailing address: Model Cities, Inc. 839 University Avenue, St. Paul, MN 55104.

To be completed by Conference Room Administrator:
Invoice Number: _____ Invoice Bill Date: _____
Date paid: _____