

MLNC Training Room Policy

MLNC's training/conference room is available for rental by related organizations for training sessions, demonstrations, and meetings when the facilities are not already reserved for use by MLNC. Several policies and procedures apply to use of the MLNC meeting room:

- Meetings must be conducted during normal MLNC working hours, between 8:30 a.m. and 5 p.m. weekdays.
- Room rental fees are:
 - \$25 per half day
 - \$50 per full day
- Rental fees do not apply to MLNC Full Member institutions.
- Rental fees may be waived under certain circumstances for MLNC-related and nonprofit organizations.
- Requests to use these rooms need to be made in writing or by e-mail at least two weeks in advance of the meeting.
- Organizations that rent or use the room are expected to follow MLNC policies and coordinate their plans with MLNC personnel to ensure the safety of meeting participants and equipment.
- Upon completion of the function, the room should be clean and tables and chairs should be returned to the classroom style configuration. A vacuum cleaner and cleaning supplies will be provided upon request.
- Seating capacity:
 - Classroom style = 18
 - Square = 16
 - Theater = 21
 - U-Shaped = 14
- Equipment:
 - A white board is mounted in the MLNC training room and can be used for speaker's notes, etc.
 - Multiple LAN connections, a modem drop, a Smart Board, instructor computer workstation, ceiling mounted screen and a color VGA projector are available.
 - Arrangements for use of this equipment must be made directly with the MLNC Business Manager. Brief instruction will be given as to its proper use.
 - Requests for equipment use must be made at the time of room reservation. Use of this equipment by any group is subject to the discretion of the MLNC Business Manager or Executive Director.
- Refreshments:
 - Hot tea and a pot of coffee can be provided at no charge with advance notice.
 - Other refreshments (soft drinks, pastries, cookies, box lunches, etc.) can be provided at cost plus staff time.
 - Requests for food service assistance should be made in writing at least one week in advance of the event.

For more information, or to reserve our facilities, contact Keith Gaertner, Business Manager (keith@mlnc.org, x802).