



Meeting Space

Memorandum of Understanding

The below Memorandum of Understanding, outlines the roles and responsibilities required by any party seeking to utilize meeting space at 800 West Broadway.

Any meeting space reserved without a signed Memorandum of Understanding is not guaranteed.

Booking Process:

- Interested parties must contact Mayra Garcia-Rivera (Mayra.Garcia-Rivera@mpls.k12.mn.us) to reserve meeting space.
- Meeting space may not be reserved for more than 60 days from the meeting date.
- Preference will be given to partners of 800 West Broadway and programs directly impacting 800 West Broadway guests.

Roles and Responsibilities of the “BOOKING PARTY”:

Space Set-Up:

- It is the responsibility of the “BOOKING PARTY” to arrive 30 minutes prior to their meeting time to ensure that the space is set up as desired. The earliest a “BOOKING PARTY” can have access to rooms is 7:30 am by arrangement.
- Upon requesting a room, reservation please specify the amount of people that will be using the space.
- 800 West Broadway staff WILL NOT be responsible for rearranging the meeting room layout.
- If room setting is rearranged the “BOOKING PARTY” is responsible for setting the room back to the original layout.

Maximum Room Capacity:

- The maximum capacity per state regulations vary depending upon room requested. Please adhere to state guidelines.

Food and Beverages:

- It is the responsibility of the “BOOKING PARTY” to provide all food and beverages for their meeting including: serving dishes, utensils, plates, cups, napkins, etc.
- 800 West Broadway staff WILL NOT be responsible for providing food/beverage and/or service.
- It is the responsibility of the “BOOKING PARTY” to ensure all food and beverages provided to attendees by a third-party vendor (such as a caterer) be bonded and insured to release ALL LIABILITY from 800 West Broadway and/or Anchor Partners. (See waiver form)
- Any food or beverages provided by individual attendees or on behalf of individual attendees by the organizing “PARTY” is done so without risk or liability to 800 West Broadway and/or Anchor Partners. (See waiver form)
- NOTE: It is NOT the responsibility of 800 West Broadway to verify that third-party vendors are bonded and insured. It is the responsibility of the “BOOKING AGENT” to conduct due diligence prior to contracting with the third party.
- Alcohol is not allowed on premises at 800 West Broadway.
- The “BOOKING PARTY” is responsible to clean tables and discard remaining food, beverages and/or containers and any other items used during the event in the trash containers. Failure to clean up after a meeting will result in limited availability to use space in the future.
- 800 West Broadway staff WILL NOT be responsible for cleaning the meeting rooms.

Audio Visual and Office Supplies:

- 800 West Broadway has Promethean Smart Boards available for use.
- It is the responsibility of the “BOOKING PARTY” to bring necessary computer equipment (laptop).
- The “BOOKING PARTY” is responsible for checking out and back in the necessary equipment provided by MPS, such as remotes, microphones, and cables to use.
- 800 West Broadway does not have a technical team staff on site and therefore any complex technical assistance must be reserved in advance through the “BOOKING PARTIES” own technical team.
- 800 West Broadway staff WILL NOT be responsible for making copies or providing any office supplies.
- The “BOOKING PARTY” must provide their own flipcharts paper, markers, and any other meeting supplies as well as provide their own copies.

Parking:

- The parking lot on the north side of the building is shared by the 800 West Broadway anchor partners. The parking lot is primarily reserved for each tenant manager and their visitors.
- Faculty, staff and people using the meeting space are to park their vehicles in the parking lot at the Hawthorne Crossings Mall area located at Bryant Avenue N and West Broadway Avenue.
- Reserved parking signs are displayed for 800 West Broadway employees and other visitors at the Hawthorne Crossings Mall area.
- If a car is not registered as a GUEST, using 800 West Broadway services with SECURITY the car will be TOWED.

Building Hours:

- The current 800 West Broadway building hours are Monday, Wednesday, Thursday and Friday from 7:30 a.m. to 5:00 p.m. and Tuesday from 7:30 a.m. to 8:00 p.m. The meeting space usage time shall end at 4:30 pm.

Safety & Security:

- Please let Security or a member of the Safety and Emergency Response Team (SERT) know if you experience an emergency.
- If you need an escort to Hawthorne Crossings parking lot please let the security team know in advance.
- Security escorts will be available on a group basis and upon request. The last escort will be at 5:00pm sharp.
- 800 West Broadway uses a two-way radio system for communication throughout the facility. Channel 1 is specified for the entire 800 West Broadways building and Channel 2 is specifically used by Minneapolis Public Schools. If you need assistance from the security team please utilize channel 1.

Liability Clause:

- *Please see individual waiver form.*

Wellness Room:

- Can be used for the following purposes: Lactation, Praying, Meditation etc.

- Can be reserved on a first come first serve basis by contacting a staff member in the Resource Room located inside of the MN Workforce Center – DEED, which is located on the first floor.

Smoking Policy per Landlord:

- In accordance with the Minnesota Clean Indoor Air Act, smoking is not allowed inside the building. Smokers should be at least 25 feet away from any entrance or exit door of the building. If there are issues, please contact the Site Coordinator, Mayra Garcia-Rivera.

Animals:

- No animals are allowed in the building with the exception of certified service animals.

Commitment:

We, the “**BOOKING PARTY**” have read and agree with this Memorandum of Understanding. Further, we have reviewed the proposed request and agree to the conditions set before us.

By _____

Director, **Applicant** _____

Date _____

By _____

Mayra Garcia-Rivera

800 West Broadway Site Coordinator

Date _____