

Requesting Use of BMS Meeting Space for Labor Relations Purposes

The Minnesota Bureau of Mediation Services (BMS) maintains and administers meeting space for labor relations purposes as provided for under MN Statute 179 (MLRA) and 179A (PELRA). No more than two rooms per business day are allowed for external use of BMS space and are on a first come, first serve basis. Additional rooms may be allowed on the day of the reservation, subject to availability at BMS discretion.

Reservation procedure:

- Parties contact BMS staff to verify availability of meeting space. BMS staff are available in person at the address above, by phone at 651-649-5421, or by email at mediation.services.bms@state.mn.us. Office hours are Monday – Friday, 8am – 4:30pm, excluding state holidays.
- Once an available date is identified, parties submit a “Meeting Room Reservation Request” online form here: [Meeting Room Reservation Request](#). Additional information may be required to receive final Approval.
- Meeting rooms are not reserved until the applicant receives a Reservation Confirmation email from the BMS. (An email confirming receipt of the request is not a confirmation email).
- BMS Staff are the *only authorized personnel* to provide direction and answer questions.

Application:

- Applications must include the following:
 - Date and time (time must not exceed 8:30am-4:00pm)
 - Number of rooms (No more than two rooms per day)
 - Number of participants expected in each room
 - Type of event (Arbitration, Negotiations, LMC, etc.)
 - Name of the organization using each room
 - Name, phone, and email of person responsible for the reservation

Cancellations / Failure to Comply

- The meeting room applicant is responsible for canceling the reservation at least 24 hours in advance.
- BMS reserves the right to deny future requests for failure to notify of a cancellation in advance of the meeting date or failure to comply with this policy.

Parking

- Public parking is available at no charge in the surface lot and ramp. The ramp is located on the north side of the complex. [Map and Directions / Minnesota.gov](#)

Food & Beverage

- Food and beverages are allowed in BMS meeting spaces. A list of vendors in the area is available upon request. **Inform the front desk of expected deliveries and identify the meeting room number when placing orders for delivery.**
- Participants are responsible for ensuring the meeting space is left in the same condition as received, with the exception of emptying garbage bins.
- Participants will notify the front desk of any spills or other damage immediately. Failure to do so may lead to denial of future requests.
- Seating areas are available in the common area outside of BMS offices.
- A small fridge and microwave are available for use in the BMS meeting space area.

General Guidelines and Conduct:

- Stakeholders will conduct themselves in a respectful manner when occupying BMS spaces. This includes interactions with BMS staff and each other.
- BMS does not have printing, copying, scanning, or emailing accommodations for external meetings. Notify meeting attendees accordingly.
- The meeting may not impede normal business operations or create safety concerns.
- Items such as, but not limited to, posters, signs, banners, flags, buntings, and pictures are not to be attached to, leaned against, or supported by any BMS property including walls, pillars, steps, trees, shrubs, light poles, or any other item(s) in the facility or grounds.
- Standing or climbing on any parts of furniture, buildings, or structures is not authorized.
- Relocating, dragging, or sliding of any materials, equipment, or furniture on any surfaces is unauthorized unless express permission is granted by BMS staff.
- Spray paint, spray chalk, sidewalk chalk and other pavement marking mediums and materials are prohibited on Bandana Square property and may not be used.
- Unmanned Aircraft Systems (UAS's) which include drones, are not permitted on or above Bandana Square Grounds or inside the building.
- White boards and A/V equipment is available in each meeting room. Tape may not be used on any BMS property, including duct tape, gaffers tape, or masking tape.
- There is a smoking area identified on the North side of the building. No candles, open fires, flames, or smoke are to be used, indoors or outdoors.
- Sleeping or lying down is prohibited at all times on any paved or improved areas including but not limited to streets, roads, sidewalks, steps, curbs, gutters, doorways, alcoves, floors, benches, and walls. Sleeping or lying down is prohibited on any unimproved (grass) area of the Bandana Square Complex.
- Exits must be kept clear.
- Poles and sticks, including flag poles and sticks that are part of signs, are not allowed in the buildings.
- Noise which disrupts state business, the normal operations of state government, and the public right to safe use or reasonable enjoyment of Bandana Square tenant spaces are prohibited.
- Bull horns are not allowed inside or outside of buildings.
- The applicant will be responsible to manage the reservation, including notifying meeting participants of the requirements and restrictions included in this agreement.
- The applicant is responsible for the complete and thorough clean-up of the meeting space and that the space is left in the same condition as it was found.
- The applicant is responsible for removal of all materials and debris connected with the meeting, other than garbage bins.
- The applicant is responsible to comply with all federal, state, and city laws, rules, and ordinances.

- Consumption of intoxicating liquors is not allowed in any place open to the public within the City of Saint Paul (Code of Ordinances section 245.01).

Statement of Responsibility for Users of BMS Meeting Space

The applicant accepts responsibility for reimbursement of labor and material costs incurred by the State of Minnesota for repairs, resurfacing, and cleaning that directly relates to damage to the Bandana Square Complex facilities as a result of meeting participants.

The BMS Meeting Room Reservation Applicant accepts responsibility for managing the requirements of this policy by their attendees.