

Capitol Complex Conference Room Directory



August 2018

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 and Budget** at (651) 201-8000.

Administration Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
First Floor				
116B	40	Facilities Management	651-201-2300	SmartBoard with dedicated computer and Lectern, Conference phone 651-201-3040
116C	30	Facilities Management	651-201-2300	SmartBoard with dedicated computer and Lectern, Conference phone 651-201-2359

Armory

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Gymnasium		Main Line	651-282-4046	Call for details

Centennial Office Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Ground Floor				
Blazing Star	30-45	MNIT Central Receptionist	Barb Ruha 651-201-1223 Sharon Forga 651-201-1113	Room can be reserved through Outlook at *MN_MNIT_#Blazing Star. In wall projector (with remote) laser pointer, computer, overhead microphones, two TVs, auxiliary camera, web camera, podium w/microphone, whiteboard and easel. Note: Employees reserving this room could be bumped if needed by the MNIT Executive team, Priority 1 Response Team or a critical 1 incident.

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Ground Floor				
Lady Slipper	40	Facilities Management	651-201-2300	White board, projection screen, Lectern, Conference phone 651-201-2341
Loon		Julia Tran	651-201-1249	Suitable for training and/or presentations.
Columbine *	16	Roxanne LaPlante	651-201-8080	Computer Training Room
Prairie Clove	15	Kris Schulze Julia Tran	651-201-2292 651-201-1249	White board, ceiling projector, surface hub, PC/laptop monitor, keyboard and mouse. Suitable for training and/or presentations. Phone# in room 651-215-3674
Tamarack	8	*MN_MNIT_#Tamarack	Auto Confirm	Table projector, conference phone, white board nd easel. Phone # in room 651-556-8013
2th FLOOR (MMB)				
Crow Wing *	20	MMB Front Desk	651-201-8000	Internet, phone 651-259-3771
Camden *	12-15	MMB Front Desk	651-201-8000	Internet, phone 651-259-3659
St Croix *	25-30	MMB Front Desk	651-201-8000	Internet, no phone
4th FLOOR				
Cedar	12	MMB Front Desk	651-201-8000	Internet & whiteboard available
Central Park	24	MMB Front Desk	651-201-8000	Internet & whiteboard available
Executive	12	MMB Front Desk	651-201-8000	MMB USE ONLY
Ed Ziegler *	35	MMB Front Desk	651-201-8000	Internet & whiteboard available
John Ludwig *	12	MMB Front Desk	651-201-8000	Internet & whiteboard available
Northwoods *	12	MMB Front Desk	651-201-8000	Internet & whiteboard available
Capitol View *	12	MMB Front Desk	651-201-8000	Internet & whiteboard available

*** These rooms cannot be scheduled more than one week in advance ; 4 hrs. max. per day.**

Fleming Field Airport (\$90 – Per Day)

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
	24 sitting at tables, 40 in lecture configuration	Philip Tiedeman, Airport Manager	651-554-3350 (Office)	Wireless internet access, LCD projector and speakers *SEE Attach page. Pictures of the conference room are at the end of this document

Freeman Bldg

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
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 B144to accommodate up to 100 people.

Hiway Fed Credit Union Admin Bldg

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
		Tina Jones	651-789-3061	

Human Services

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
		Tony Isenberg	651-431-2212 (Cellphone)	

Judicial Center

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Ground Floor				
Auditorium	37	Receptionist	651-297-7650	
G02	8	Receptionist	651-297-7650	
G31	18	Receptionist	651-297-7650	
G03	8	Receptionist	651-297-7650	
G04	10	Receptionist	651-297-7650	
Law Library	10-12	Susan Larson	651-297-7651	

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
2nd Floor				
Conference Room 220	14	Receptionist	651-297-7650	Not available Thursday or Friday
Conference Room 225	20	Receptionist	651-297-7650	Not available Thursday or Friday
Conference Room 230	40	Receptionist	651-297-7650	Not available Thursday or Friday

Met Council

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
		Receptionist	651-602-1000	390 Robert St N

Minnesota Historical Society

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Irvine Room (\$240 minimum)	5-40 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031
3M – Auditorium (\$800 minimum)	75-340 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031

In-house catering provided by D'Amico. Parking: \$6.00/car

Minnesota Housing

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments

Public Safety (BCA)

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
	150 (Trng Rm)	Tina Jones	651-793-7079	Internet (your own laptop), Projector/screen

Revenue Bldg

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Skjegstad Rm / Rm2000	128 (at tables) – 150 (chairs)	Kathy Anderson	651-556-5555	Cannot reserve more than 2 weeks ahead. Own laptop (internet wireless) Overhead Projector

Senate Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Hearing Room 1100		Scheduling Center	651-296-0866	Not available during session

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Hearing Room 1150		Scheduling Center	651-296-0866	Not available during session
Hearing Room 1200		Scheduling Center	651-296-0866	Not available during session
Room 2412		Scheduling Center	651-296-0866	
Room 2308		Scheduling Center	651-296-0866	
Room 3414	5	Scheduling Center	651-296-0866	

State Capitol Building

Please Visit the Link below to schedule a conference room in the Capital Building

<http://mn.gov/admin/citizen/public-events/capspace reservations.jsp>

If you have questions or need help with reservations, email fmd.inquiry@state.mn.us or call 651-201-2300.

NOTE: 3rd Floor Conference Rooms are subject to bumping with little or no notice during legislative session. Alternate meeting locations may not be available.

State Office Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
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				
200 (Hearing Room)	215 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 42
3rd Floor				
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				
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

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
5th Floor				
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

Projection screens and recording equipment in hearing rooms.

Transportation- Aeronautics (222 Plato Blvd)

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Room C	40	Main Line	651-234-7200 Option #3	Computer, projector Screen, and Phone Room can be reserved through Outlook at MN_DOT_CNF Aeronautics Training Room

Veterans Service Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
5th Floor, Administration				
Vets B	50	Facilities Management, Dept. Admin	651-201-2300	Overhead projector with screen, Whiteboard, and Lectern/Microphone

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: Philip Tiedeman
651.554.3350 (office)
651.485.7442 (mobile)

Fee:

- \$25 an hour, an hour minimum
- Flemingfield.com/upcoming-events