Capitol Complex Conference Room Directory

February 2015

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

Administration Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
First Floor				
116B	40	Plant Management	651-201-2300	SmartBoard with dedicated computer and Lectern, Conference phone 651-201-3040
116C	30	Plant 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		Dan Bronk	651-282-4046	Call for details

Centennial Office Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
GROUND FLOOR				
Blazing Star	30-45	Karen Ricci	651-201-1187	
Lady Slipper	40	Plant Management	651-201-2300	Whiteboard, projection screen, Lectern, Conference phone 651-201-2341
Columbine Room *	16	Mary Crosson or Roxanne LaPlante	651-201-8042 or 651-201-8080	Computer Training Rm.
Prairie Clover	15	Brandon Bui	651-201-1198	Computer Training Rm. Phone 651-282-5452
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				
Executive	12	MMB Front Desk	651-201-8000	**MMB USE ONLY** 651-201-8135 or 651-201-8136

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Ed Ziegler *	35	MMB Front Desk	651-201-8000	Internet & whiteboard available -call Ryan Borre @ 651-201-3652. Phone 651-201-8134
John Ludwig *	12	MMB Front Desk	651-201-8000	Internet, & whiteboard available - call Ryan Borre @ 651-201-3652. Phone 651-201-8137
Northwoods *	12	MMB Front Desk	651-201-8000	Internet & whiteboard available-call Ryan Borre @ 651-201-3652. Phone 651-201-8138
Capitol View *	12	MMB Front Desk	651-201-8000	Internet & whiteboard available-call Ryan Borre @ 651-201-3652 Phone 651-201-8133

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

Fleming Field Airport (no cost)

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
	24 sitting at tables, 40 in lecture configuration	Glenn Burke, Airport Manager	651-554-3350 (Office) 651-485-7442 (mobile)	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	

House

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
		Megan	651-296-8880 651-296-9183	

Human Services

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

Judicial Center

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Ground Floor				
Auditorium	37	Receptionist	297-7650	
GO2	8	Receptionist	297-7650	
G31	18	Receptionist	297-7650	
G03	8	Receptionist	297-7650	
G04	10	Receptionist	297-7650	
Law Library	10-12	Susan Larson	297-7651	
2nd Floor				
Conference Room 220	14	Receptionist	297-7650	Not available Thursday or Friday
Conference Room 225	20	Receptionist	297-7650	Not available Thursday or Friday
Conference Room 230	40	Receptionist	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	5-40 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031
3M - Auditorium	75-340 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031

There is a cost to use these rooms ranging from $ 200 - $800; for up to 4 consecutive hours of use.Addt'l Hourly charges will apply after first 4 hours. . *In-house catering provided by Bon Appetit Catering. Parking: $5.00/car*

Minnesota Housing

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Suite 100	75 (Classroom Style)	Cheryl Goldberg	651-296-2172	Projector and Screen, Phone

Public Safety (BCA)

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
	150 (Trng Rm)	Christiana Martin	651-793-1103	Internet (your own laptop), Projector/screen

Revenue Bldg

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Skjegstad Rm / Rm2000	120 – 135 (at Tables)	Kathy Anderson	651-556-5555	Cannot reserve more than 2 weeks ahead. Own laptop (internet wireless) Overhead Projector

State Capitol Building

All rooms are unavailable due to renovation

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	

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
10 (Hearing Room)	217 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 32
2nd Floor		**Receptionist**	**651-296-0306**	
200 (Hearing Room)	215 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 42
3rd Floor		**Receptionist**	**651-296-0306**	
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		**Receptionist**	**651-296-0306**	
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
5th Floor		**Receptionist**	**651-296-0306**	
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.				Whiteboard, phone

Transportation Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
3rd Floor				
360	16	Receptionist	651-366-3871	

Veterans Service Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
5th Floor, Administration				
Vets B	50	Governor's Office	651-201-3400	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: Glenn Burke 651.554.3350 (office)
651.485.7442 (mobile)

Fee:
None for government agencies

Click on link and it will take you to Administration and at the bottom of the page there is another link that will take you to complete listing of all capitol complex conference rooms.

https://mn.gov/admin/assets/conferencermdirectory_tcm36-244062.pdf