

## **Blandin Foundation Building Usage Policies**

The Foundation's mission is to strengthen communities in rural Minnesota, especially the Grand Rapids area; the Foundation makes our facilities available to Foundation grantees and nonprofit groups requiring meeting space. The availability of meeting space is subject to the Foundations routine business use and available building usage staffing.

1. Foundation grantees and non-profit community-based organizations are eligible to use the meeting rooms. The Foundation is not a full-service conference center and there is no availability of support services or supplies—this includes photo copies, transparencies, phone calls, clerical services, pens, pencils, tape, etc. LCD's, computers are not available. Wireless internet access is available.
2. Use of Foundation facilities by visiting groups normally can be scheduled between the hours of 8:00 a.m. and 9:00 p.m. Monday thru Thursday. Any external group requesting the use of the facilities later than 4:00 p.m. must:
  - Schedule two week in advance.
  - Check with Facilities staff for scheduling staff to cover the building after regular business hours.
  - No building usage after 12:00 noon on Friday's.
3. All visiting groups are responsible for ordering and paying for their own lunch, refreshments.
4. The Board Room maximum capacity is 18 persons, Conference Room maximum capacity is 12, and the Auditorium maximum capacity is 48 seated persons with the ability to accommodate 80.
5. The Blandin Foundation will provide coffee, cream and sugar for visiting meeting participants. By request, other equipment available includes an overhead projector, flipcharts and a TV/VCR/DVD.
6. Foundation parking lot is limited; parking is available in the public parking lot across the street from the Foundation.
7. Local calls can be made by using the telephone in the Atrium. Restrooms are located on the lower level.
8. The Blandin Foundation building and grounds is a smoke-free environment.