

Use of Facility

The MnDOT Training Center in St. Cloud exists for the purpose of conducting government (*city, county, and state*) meetings, conferences, seminars and training. The facility is located off Highway 15 at 3725 12th Street North (*across from the Apollo Highway School track field*), and is accessible from Highway 10 and I-94.

The use of any conference room(s) must be coordinated through the District 3 Training Center Coordinator and arrangements made in compliance with the following general provisions:

Reservation and Confirmation

Reservations shall be made with the Training Center Coordinator in St. Cloud by calling 320/223-6509 or toll free 800/657-3961 or e-mail stcloud.conference@state.mn.us at least two-weeks prior to the event. Smaller events consisting of eight people or less shall be scheduled at least 48 hours prior to the event.

Customers will be required to provide the following information:

- Title of event (*as you would like it displayed on daily schedule*)
- Contact person
- Date of event
- Agency
- Start and end times
- Group size
- Phone/Fax number
- E-mail address (*if applicable*)
- Set-up style (*banquet, classroom, conference, u-shaped, hallow square*)
- Audio visual needs

Conference rooms will be assigned based on group size, rooms available, and set-up needs. Reservations will be confirmed within 48 hours of the initial request to the contact person. All events shall be limited to business hours (*8 a.m. - 4:30 p.m.*). We reserve the right to change room assignments, and in rare circumstances, cancel reservations if necessary.

Security

The facility is a secured building. Access will be limited to main hallways, bathrooms, and vending areas. Access to offices and backyard are controlled by card readers. Please contact the Training Center Coordinator/Building Maintenance Supervisor for any special building & grounds access.

Parking

All visitors are encouraged to park in the south lot (*visitor parking*) and overflow parking to the north lot (*employee parking*). On-street parking is prohibited.

General Safety

Evacuation routes are posted. This facility is handicapped-accessible. All visitors shall adhere to all MnDOT policies relating to zero-tolerance of harassment, violence, and dangerous weapons and drug & alcohol when on the premises.

Use of Equipment

Please report any equipment malfunctions to the front desk receptionist.

Food & Lodging

There are vending services available offering hot & cold beverages and non-perishable snacks. A listing of local restaurants and hotels are available online at <http://granitecountry.com/>. The use of personal appliances in the Training Center is prohibited.

Housekeeping

Please help keep the Training Center neat by recycling unused handouts, discarding garbage in the receptacles, and reporting any mishaps to the front desk receptionist. Smoking is allowed in the outside plaza area (*south main entrance*).

Deliveries

In those special cases when shipping materials prior to the event is necessary to save time, and in order to ensure that your materials will be available, please note "*c/o Training Center*" on all applicable shipping labels. These items can be picked up at the front desk the day of your event.

Telecommunications

Computer terminals for e-mail access and telephones are available in the commons area located just outside of north and south conference room entrances. Conference meetings will be posted on the atrium monitors outside the conference rooms and in the main floor lobby.

Descriptions

The facility consists of three conference-style rooms (*w/modular walls*), and two committee rooms, and a computer training classroom with 10 computer stations and one trainer station. See the next page for the room layout locations and styles.

Fees

State Agencies, Cities and Counties will be assessed a small fee (*1/2 day rates or full day rates*) for use of the facility. Checks shall be submitted to the Conference Room Coordinator in advance and payable to the Commissioner of Transportation.

Large Conference Rooms: \$30 - \$50

Small Meeting Rooms: \$25 - \$40

Grand Conference Room: \$100 (*seats 177*)

Maps Available

Layout of the conference rooms located in the lower level is on the next page. A map to the facility is available on the web at:

www.dot.state.mn.us/d3/stctrainingcenter/

Thank You

For using the MnDOT District 3 Training Center in St. Cloud! Please feel free to provide any comments or suggestions you may have.

