



## Use of Facility

The St. Cloud MnDOT Conference Center exists for the purpose of conducting government (*city, county, and state*) meetings, conferences and training. The facility is located off Highway 15 at 3725 12th Street North and is accessible from Highway 10 and I-94. Please review the arrangement provision below before making a reservation.

### Availability and Reservations

Call or email the St. Cloud Front Desk Receptionist to check availability or to make a room reservation.

320-223-6500 / 800-657-3961

[stcloud.conference@state.mn.us](mailto:stcloud.conference@state.mn.us)

Reservations must be made at least 48 hours in advance.

### Information Needed

- Title of event (*as you would like it to appear on the lobby display*)
- Contact person
- Phone number and email address
- Agency
- Billing address
- Date of event
- Start and end times
- Group size
- Set-up style (*boardroom, classroom, u-shaped, hollow square, cluster*)
- IT and audio/visual needs

Rooms are assigned based on group size, availability and set-up needs. Reservations will be confirmed electronically within 48 hours of the initial request.

All events are limited to weekday business hours (*8 a.m. to 4:30 p.m.*).



**MnDOT reserves the right to change room assignments, and in very rare circumstances, cancel reservations if necessary.**

### Fees

State agencies, cities and counties will be assessed a fee for use of the facility. Non-MnDOT events will be invoiced monthly. Checks or purchase orders shall be made payable to the “*Commissioner of Transportation*”.

**Small meeting rooms:** \$40

**Large conference rooms:** \$50 - \$75

**Grand conference room:** \$100

### Security

The Training Center is secured and access is limited to the meeting rooms, hallways, bathrooms and vending area.

Access to MnDOT offices, maintenance areas, and the backyard is secured and controlled by card readers. Please contact the Front Desk Receptionist or Facility Supervisor, to receive access to these areas.



### **General Safety**

The facility is handicap accessible. Evacuation routes are posted throughout. All visitors on the premises shall adhere to MnDOT policies, including zero-tolerance of harassment, violence or the possession of weapons, drugs or alcohol.

### **Housekeeping**

Please help keep the Training Center neat and clean by recycling unused handouts, aluminum and plastics, discarding garbage in receptacles, and reporting any mishaps to the Front Desk Receptionist.

Smoking is allowed outside the main level south visitor's entrance in the courtyard plaza.

### **Deliveries**

In special cases, when shipping materials prior to the event is necessary, to ensure materials arrive on time, please note "c/o Training Center" on all shipping labels. Items may be picked up at the front desk the day of your event.

### **Telecommunications**

A phone and four computers with internet/web email access are available in the common area.



### **Use of Equipment**

Please report any equipment malfunctions to the front desk receptionist.

### **Food and Lodging**

Vending machines are available with hot/cold beverages and non-perishable snacks. Use of personal appliances in the facility is prohibited. Local area restaurants, caters and hotels, can be found online at [granitecountry.com](http://granitecountry.com).

### **Amenities**

- Wireless internet access codes available upon request from front desk receptionist
- Phone conferencing capabilities
- Web conferencing capabilities
- Audio-visual equipment (*laptop with ceiling mounted projector*)
- Customized room set-ups (*banquet, classroom, conference, u-shaped, hallow square, cluster*)
- Resource room with copier and supplies

### **Maps**

Layouts of the Training Center with room locations, directions to the facility, and outdoor is available on the following pages.

### **Thank You**

For using the MnDOT District 3 Training Center in St. Cloud! Please provide us with any feedback you may have.



**Meeting Rooms**

**Sinclair Lewis, Granite**

Five conference style rooms  
(w/modular walls)

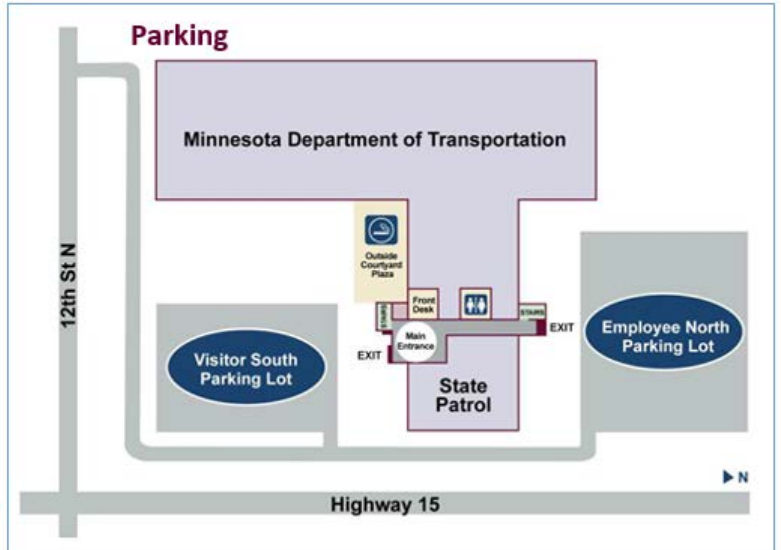
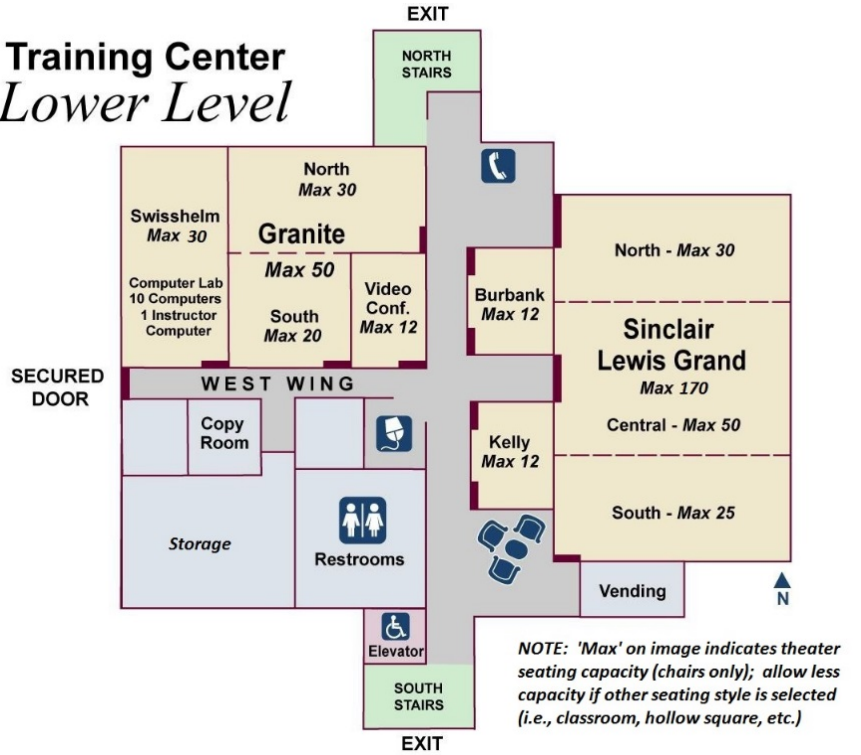
**Burbank, Kelly**

Two small committee/boardrooms

**Swisshelm**

Multi-purpose room that can be converted into a computer lab with 10 computer stations and one trainer station (CADD capable)

**Training Center  
Lower Level**



**Arrival**

Visitor parking is in the south lot and overflow parking in the north employee lot. Street parking is prohibited. The Training Center is located in the lower level. Meeting schedule details posted daily on the monitors in the main level visitor's entrance and in the lower level hallway.