

## **Human Services Building (HSB) – Conference Room A (Door 3, Second Floor)**

### Room Setup/Capacity:

Theater Style (chairs only) – 75 (maximum)

Classroom Style (tables & chairs facing front) – 60 (maximum)

Committee/Boardroom Style (table w/ chairs around) – 50 (maximum)

Pods/Workgroup Style (two tables together w/ chairs around each) – 45 (maximum)

U-Shape – 35-40 (maximum)

Banquet (tables end to end-long rows) – 60 (maximum)

### Equipment Available:

Television w/ VCR

DVD Player

Podium w/ microphone

Cordless / lapel microphone

Overhead

Pulldown wall screen

Easels, flip charts

Projector – Portable

Polycom

### Other:

Kitchen area with sink, refrigerator, microwave, two pot coffee maker and 100 cup coffee maker. Groups will be responsible for supplying their own coffee and supplies (plates, napkins, silverware, etc.) Catering is allowed, NO OPEN FLAMES and all left over food items and containers are picked up at the end of the group's event/meeting.

Trash- containers w/ liners are supplied, please contact Facilities if containers require emptying after meeting or during if it is running over.

Room has a divider to split the room into two if needed.

Scheduling: M-TH 7:30AM – 9:00PM, F 7:30AM-5:00PM - No Weekends

To schedule this conference room please e-mail [ConfRooms@ingham.org](mailto:ConfRooms@ingham.org)

Or call the Facilities Department at 517-676-7312

### Fees:

Non-county, not for profit organizations use of rooms is subject to a minimum fee of \$50 per day per room. Please make checks payable to Ingham County Treasurer.

**Please note:** that all conference rooms are first come first serve bases.