

Conference Rooms

Human Services Facility Conference Rooms are not available

for use after 5 p.m. on Friday's

Conference Room A

email: Conf Rm HSB A

Room Capacity **75** Setup for capacity seating would be a theater style - no tables

Room Scheduling You can view availability of this conference room by giving yourself proxy to [Conf Rm HSB A](#) then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at: mt_conferencerooms@ingham.org

Equipment Available

- Television w/VCR
- DVD Player
- Internet Hookup
- Satellite Programming
- Podium w/microphone
- Lapel Microphone
- Power Point/Data Projector
- Overhead
- Easels, Flip Charts
- Pull Down Wall Screen

Room Setups Will be setup by Facilities upon request at least one week prior to scheduled meeting. Room will accommodate:

- Committee Style - large table w/chairs around
 - Theater - all chairs
 - Classroom - tables & chairs
 - U-Shape, Rectangle (open middle)
- Room also has a divider wall that can be pulled to to divide room if needed.

Kitchen Room A also offers a kitchen area with sink, refrigerator, microwave, Bunn two pot coffee maker, large 100 cup coffee maker, carafe's for coffee or other drinks. Meeting groups will be responsible for supplying their own coffee and supplies, along with plates, napkins, silverware, etc... Catering is also allowed as long as all left over food items and containers are picked up before the next scheduled meeting.

Trash Trash containers with liners are supplied, please contact Facilities if containers require emptying after meeting.

Conference Room B

email: Conf Rm HSB B

Room Capacity **25-30**

Room Scheduling You can view availability of this conference room by

giving yourself proxy to **Conf Rm HSB B** then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at:

mt_conferencerooms@ingham.org

Equipment Available

- Television w/VCR
- Overhead
- Easels, Flip Charts
- DVD Player
- Pull Down Wall Screen

Room Setup

Room is setup in a committee style with some chairs placed along walls. Room cannot be setup in any other formation.

Conference Room C

email: **Conf Rm HSB C (5 pm thru close)**

Room Capacity

25-30

Room Scheduling

Conference Room C is mainly used for Health Dept. functions during the hours of 8 a.m. - 5 p.m., Monday-Friday to schedule during this time please email address **Conf Rm HSB C**, to schedule after 5 p.m. email me at:

mt_conferencerooms@ingham.org

Equipment Available

- Television w/VCR
- Overhead
- Easels, Flip Chart
- DVD Player
- Pull Down Wall Screen

Room Setup

Room is setup in a committee style with some chairs placed along walls. Room cannot be setup in any other formation.

Human Resources D & E

email: **Conf Rm HSB D & E**

Room Capacity

35 - 40

Setup for room capacity would be theater style - no tables

Room Scheduling

You can view availability of this conference room by giving yourself proxy to **Conf Rm HSB D & E** then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at:

mt_conferencerooms@ingham.org

Equipment Available

- Television w/VCR
- Pull Down Screen

Room Setup

Will be setup by Facilities by request at least one week prior to meeting.

- Committee - large table with chairs around
 - Theater - all chairs no tables
 - Classroom - tables and chairs
 - Rectangle - committee w/open middle
- Room also has a divider wall that can be pulled to divide room if needed.

Board Meetings -

Are always scheduled in D & E unless other arrangements have been made through the Board Office by Becky Bennett.

Board Mtg Setups

- Liaison Committee meetings will always be setup in a committee style, usually for 15 persons.
- Leadership and Democratic Caucus meetings will always be setup in a committee style, number of persons and special request will be communicated through the Board Office by Becky Bennett.
- Liaison Budget Hearings are setup with a committee style at front of room for 15 persons with an audience for usually 20 - 40 persons depending on request from Board Office.

Conference Room A

Room Capacity

50

email: Conf Rm Hilliard Building A

Setup for room capacity would be theater style - no tables

Hilliard Building:

You can view availability of this conference room by yourself proxy to **Conf Rm Hilliard Building A** then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at: mt_conferencerooms@ingham.org

Equipment Available

- Television w/VCR
- Overhead
- White Board
- Pull Down Screen
- Easel, Flip Chart

Room Setup

Will be setup by Facilities by request at least one week prior to meeting.

- Committee - large table with chairs around
- Theater - all chairs
- Classroom - tables & chairs
- Rectangle - committee w/open middle
- U-Shape

Kitchen

Kitchen counter with sink in back of room.

Conference Room B

Room Capacity

40

email: Conf Rm Hilliard Building B

Setup for room capacity would be theater style - no tables

Room Scheduling You can view availability of this conference room by giving yourself proxy to [Conf Rm Hilliard Building B](#) then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at: mt_conferencerooms@ingham.org

Equipment Available

- Television w/VCR
- Overhead
- 2 - White Boards
- Pull Down Screen
- Easel, Flip Chart

Room Setup

- Will be setup by Facilities by request at least one week prior to meeting.
- Committee - large table with chairs around
 - Theater - all chairs
 - Classroom - tables & chairs
 - Rectangle - committee w/open middle

Conference Room C

email: [Conf Rm Hilliard Building C](#)

Room Capacity

16

Room Scheduling

You can view availability of this conference room by giving yourself proxy to [Conf Rm Hilliard Building C](#) then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at: mt_conferencerooms@ingham.org

Equipment Available

- Television w/VCR
- Overhead
- Easel, Flip Chart
- Telephone
- White Board

Room Setup

This room is setup in a committee style for 16 and cannot be setup in any other formation.

**Veterans Memorial Courthouse/Grady
Porter Building**

Board of Commissioners

email: [Conf Rm GPB BOC](#)

Room Capacity

20

Room Scheduling

You can view availability of this conference room by giving yourself proxy to [Conf Rm GPB BOC](#) then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at: mt_conferencerooms@ingham.org

Equipment Available

Telephone

Room Setup

This room is always set in a committee style; large table with chairs around outside.

Location of Room From the main lobby take the elevator up to 3R get off the rear of the elevator; go down the main hall then to the first hallway on your right all the way down to the second door.

GPB Conf Rms A, B, & D

email: Conf Rm GPB A
Conf Rm GPB B
Conf Rm GPB D

Room Capacity Conf Rm A - small table with 5 chairs
Conf Rm B - small table with 7 chairs
Conf Rm D - small table with 3 chairs

Room Scheduling You can view availability of these conference rooms by giving yourself proxy to the above email addresses, then click on calendar. The calendar will show you what dates and times are available. To make a reservation with confirmation please email me at: mt_conferencerooms@ingham.org

Location of Rooms **Conf Rms A, B, & D are located on 3R.**
Conference Rm A - Take elevator from main lobby to 3R, exit the rear of the elevator; Conf Rm A is the first door on the left.
Conference Rm B - is located just past the drinking fountain second door on the left.
Conference Room D - take the main hallway; turn right at the first cross hallway, take all the way to the end and turn right again; Conf Rm D is the last door on the right located by the service elevator.