

Human Services Building (HSB) – Conference Room B (Door 3, Second Floor)

Room Setup/Capacity:

Committee/Boardroom Style ONLY (table w/ chairs around) – 18 (maximum)

Equipment Available:

Television w/ VCR

DVD Player

Overhead

Pulldown wall screen

Projector – Portable

Easels, flip charts

Polycom

Other:

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.

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

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.