

## Hilliard Building (Mason) – Conference Room A (First Floor)

### Room Setup/Capacity:

Theater Style (chairs only) – 50 (maximum)

Classroom Style (tables & chairs facing front) – 36 (maximum)

Committee/Boardroom Style (table w/ chairs around – 34 (maximum)

Pods/Workgroup Style (two tables together w/ chairs around each) – 24 (maximum)

U-Shape – 25 (maximum)

Banquet (tables end to end-long rows) – 40 (maximum)

### Equipment Available:

Television w/ VCR

DVD Player

Overhead

Pulldown wall screen

Projector

Easels, flip charts

### Other:

Sink/counter in the back of the room.

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-F 7:30AM – 9:00PM - 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.