

## Hilliard Building (Mason) – Conference Room B (Second Floor)

### Room Setup/Capacity:

Theater Style (chairs only) – 40 (maximum)

Classroom Style (tables & chairs facing front) – 30 (maximum)

Committee/Boardroom Style (table w/ chairs around – 28 (maximum)

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

U-Shape – 25 (maximum)

Banquet (tables end to end-long rows) – 30 (maximum)

### Equipment Available:

Television w/ VCR

DVD Player

Overhead

Pulldown wall screen

Projector

Easels, flip charts

### 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-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.