

Human Services Building (HSB) – Conference Room D/E (Door 3, 2nd floor down the hall)

Room Setup/Capacity:

Theater Style (chairs only) – 60 (maximum)

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

Committee/Boardroom Style (table w/ chairs around – 35 (maximum)

Pods/Workgroup Style (two tables together w/ chairs around each) – 30 (maximum)

U-Shape – 25 (maximum)

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

Equipment Available:

Television w/ VCR

DVD Player

Podium w/ microphone

Overhead

Pulldown wall screen

Easels, flip charts

Projector – Portable

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.

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

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.