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.

Please note: that all conference rooms are first come first serve bases.