

# Capitol Complex Conference Room Directory



July 2021

## Capitol Complex Conference Room Directory

The Capitol Complex Conference Room Directory was created to aid in the scheduling of shared conference rooms among state agencies, with the majority of those in the Capitol Complex. We have compiled information from 19 buildings and over 15 departments with the cooperation of many employees. We hope that it is helpful to you.

In this directory you will find an alphabetical listing of the buildings in the Capitol Complex and downtown St. Paul. The Capitol Complex building listing has descriptions of available conference rooms, and lists the capacity, equipment, and contact person for each.

If you have any changes (e.g., contact people, phone numbers, equipment), please contact **Minnesota Management and Budget** at (651) 201-8000.

### Administration Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>First Floor</b>				
116B	40	Facilities Management	651-201-2300	SmartBoard with dedicated computer and Lectern, Conference phone 651-201-3040
116C	30	Facilities Management	651-201-2300	SmartBoard with dedicated computer and Lectern, Conference phone 651-201-2359

### Armory

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Gymnasium		Main Line	651-282-4046	Call for details

### Centennial Office Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>Ground Floor</b>				
Blazing Star	30-45	MNIT Central Receptionist	Barb Ruha 651-201-1223 Sharon Forga 651-201-1113	Room can be reserved through Outlook at *MN_MNIT_#Blazing Star. In wall projector (with remote) laser pointer, computer, overhead microphones, two TVs, auxiliary camera, web camera, podium w/microphone, whiteboard and easel. Note: Employees reserving this room could be bumped if needed by the MNIT Executive team, Priority 1 Response Team or a critical 1 incident.

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>Ground Floor</b>				
Columbine *	16	Roxanne LaPlante	651-201-8080	Computer Training Room
Prairie Clove	15	Kris Schulze Heidi Pierce	651-201-2292 651-201-3199	White board, ceiling projector, surface hub, PC/laptop monitor, keyboard and mouse. Suitable for training and/or presentations. Phone# in room 651-215-3674
Tamarack	8	*MN_MNIT_#Tamarack	<b>Auto Confirm</b>	Table projector, conference phone, white board and easel. Phone # in room 651-556-8013
<b>2<sup>nd</sup> FLOOR (MMB)</b>				
Crow Wing *	20	MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-259-3771
Camden *	12-15	MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-259-3659
St Croix *	25-30	MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-201-3658
<b>3<sup>rd</sup> FLOOR (MMB)</b>				
Superior		MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-201-8134
Split Rock		MMB Front Desk	651-201-8000	Internet whiteboard Cisco equipment conference phone mouse and keyboard available 651-201-8135
<b>4<sup>th</sup> FLOOR</b>				
Cedar	12	MMB Front Desk	651-201-8000	Internet whiteboard cisco equipment mouse and keyboard 651-201-6914
Central Park	24	MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-201-3794
Executive	12	MMB Front Desk	651-201-8000	MMB USE ONLY
Ed Ziegler *	35	MMB Front Desk	651-201-8000	Internet whiteboard cisco equipment mouse and keyboard 651-201-6913

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>4<sup>th</sup> FLOOR</b>				
John Ludwig *	12	MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-201-8137
Northwoods *	12	MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-201-8138
Capitol View *	12	MMB Front Desk	651-201-8000	Internet whiteboard ceiling projector conference phone mouse and keyboard available 651-201-8133

*\* These rooms cannot be scheduled more than one week in advance; 4 hrs. max. per day*

**Fleming Field Airport (\$90 - Per Day)**

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
	24 sitting at tables, 40 in lecture configuration	Philip Tiedeman, Airport Manager	651-554-3350 (Office)	Wireless internet access, LCD projector and speakers *SEE Attach page. Pictures of the conference room are at the end of this document

**Freeman Bldg**

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
B144	50	Receptionist	651-201-6550	You have to provide your own equipment. This room can be combined with room B145 to accommodate up to 100 people.
B145	50	Receptionist	651-201-6550	You have to provide your own equipment. This room can be combined with room B144 to accommodate up to 100 people.

**Hiway Fed Credit Union Admin Bldg**

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
		Tina Jones	651-789-3061	

**Human Services**

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
		Diana Bedzdiek	651-478-8119	

## Judicial Center

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>Ground Floor</b>				
Auditorium	37	Receptionist	651-297-7650	
GO2	8	Receptionist	651-297-7650	
G31	18	Receptionist	651-297-7650	
G03	8	Receptionist	651-297-7650	
G04	10	Receptionist	651-297-7650	
Law Library	10-12	Susan Larson	651-297-7651	

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>2nd Floor</b>				
Conference Room 220	14	Receptionist	651-297-7650	Not available Thursday or Friday
Conference Room 225	20	Receptionist	651-297-7650	Not available Thursday or Friday
Conference Room 230	40	Receptionist	651-297-7650	Not available Thursday or Friday

## Met Council

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
		Receptionist	651-602-1000	390 Robert St N

## Minnesota Historical Society

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Irvine Room (\$240 minimum)	5-40 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031
3M – Auditorium (\$800 minimum)	75-340 Seating Varies	Special Events Office	651-259-3030	Alternate Nos. 651-259-3033, 651-259-3031

*In-house catering provided by D'Amico. Parking: \$6.00/car*

## Minnesota Housing

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments

## Public Safety (BCA)

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
	150 (Trng Rm)	Tina Jones	651-793-7079	Internet (your own laptop), Projector/screen

## Revenue Bldg

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Skjegstad Rm / Rm2000	114 (at tables) – 140 (chairs)	Facilities Management	651-556-5555	Cannot reserve more than 60 days ahead. Overhead Projector Microphones

## Senate Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Hearing Room 1100		Scheduling Center	651-296-0866	Not available during session
Hearing Room 1150		Scheduling Center	651-296-0866	Not available during session
Hearing Room 1200		Scheduling Center	651-296-0866	Not available during session
Room 2412		Scheduling Center	651-296-0866	
Room 2308		Scheduling Center	651-296-0866	
Room 3414	5	Scheduling Center	651-296-0866	

## State Capitol Building

Please Visit the Link below to schedule a conference room in the Capital Building

<http://mn.gov/admin/citizen/public-events/capspace reservations.jsp>

If you have questions or need help with reservations, email [fmd.inquiry@state.mn.us](mailto:fmd.inquiry@state.mn.us) or call 651-201-2300.

NOTE: 3rd Floor Conference Rooms are subject to bumping with little or no notice during legislative session. Alternate meeting locations may not be available.

## State Office Building

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>Basement</b>				
Basement Hearing Room	279 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 34
<b>Ground Floor</b>				
5 (Hearing Room)	208 (Audience)	Receptionist	651-296-0306	
10 (Hearing Room)	217 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 32
<b>2nd Floor</b>				
200 (Hearing Room)	215 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 42
<b>3rd Floor</b>				

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
300 North (Hearing Room)	93 (Audience)	Receptionist	651-296-0306	
300 South (Hearing Room)	92 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 22
<b>4th Floor</b>				
400 North (Hearing Room)	56 (Audience)	Receptionist	651-296-0306	
400 South (Hearing Room)	42 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23

<b>5th Floor</b>				
500 North (Hearing Room)	93 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 23
500 South (Hearing Room)	97 (Audience)	Receptionist	651-296-0306	Microphones and seating for additional 27

*Projection screens and recording equipment in hearing rooms.*

### **Transportation- Aeronautics (222 Plato Blvd)**

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
Room C	40	Main Line	651-234-7200 Option #3	Computer, projector Screen, and Phone Room can be reserved through Outlook at MN_DOT_CNF Aeronautics Training Room

### **Veterans Service Building**

Location / Name	Accommodates	Contact Name	Contact Phone #	Comments
<b>5th Floor, Administration</b>				
Vets B	50	Facilities Management, Dept. Admin	651-201-2300	Overhead projector with screen, Whiteboard, and Lectern/Microphone

## Fleming Field Airport

**Location:** Fleming Field Airport  
1725 Henry Avenue South St Paul MN 55075

### Description:

The conference room is located inside the South St Paul Fleming Field airport terminal building. The room is brightly lit with windows along one wall and will comfortably handle 24 people sitting at tables and up to 40 in lecture configuration. It is well equipped, including wireless internet access, LCD projector and speakers.



**Distance:** about 15 minutes by car from downtown St Paul (9.5 miles).

### Directions from downtown St Paul:

- Hwy 52 south to upper 55th (first exit south of 494)
- Right at top of ramp (east) to "T", about ½ mile. A city park and airport will appear on the right.
- Right at "T" (south) onto Henry Avenue
- Henry Avenue runs into the parking lot for the terminal building the conference room is in.



**Conference room size:** 24' x 48' (1,152 sq ft)

### Equipment

- 13 tables
- 37 chairs
- LCD projector/screen
- Wireless Internet
- White boards at both ends
- Podium
- Restrooms

### Contact:

Airport Manager: Philip Tiedeman  
651.554.3350 (office)  
651.485.7442 (mobile)

### Fee:

- \$25 an hour, an hour minimum
- [Flemingfield.com/upcoming-events](http://Flemingfield.com/upcoming-events)