Rental Guide

Nevin Huested Training Center

MINNESOTA ASSOCIATION FOR CHILDREN'S MENTAL HEALTH

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23 Empire Drive, Suite 1000
Saint Paul, MN 55103
The Minnesota Association for Children’s Mental Health (MACMH) Nevin Huested Training Center was launched in 2018 as a space to promote positive mental health for all infants, children, adolescents and their families through workshops, support groups and other MACMH programming. A great option for community and private organizations looking to host small to medium-sized events—all rental fees benefit MACMH’s programs supporting families across the state.

The Nevin Huested Training Center (NHTC) is available Monday - Sunday for meetings, trainings, workshops and other private events. The NHTC lobby is offered for free to all renters. We also offer our board room for free on evenings and weekends with rental of the main training room.

**Capacity**
Training Center: 75 Theater, 48 Classroom
Board Room: 15 - 20 Classroom/Round Table

**Prices**
Non-Profit Rate: $50/hour or $380/full day
Business Rate: $60/hour or $450/full day
Weekend Rates: $20/hour more than rates listed above

**Additional Information**
- All prices include tax. The NHTC does not charge a service fee.
- Rental hours are 7:00 a.m. - 9:00 p.m.
- 3 hour minimum rental required.
AUDIO VISUAL RESOURCES

The NHTC is equipped with the latest audio/visual technology, great for hosting any workshop or small event. Below is our available technology.

- Mounted Ceiling LCD Projector
- Hanging, Built-In Sound System
- Mounted Projector Screen
- Wireless Hand and Lapel Microphones
- Power Equipped Presenter Podium - Easily Connect All Your Devices!
- Wall Mounted Touchpad to Navigate All Connected Technology

Full AV Package:

- $50 a day
- $25 per half day

Additional Supply Rental: Flip Chart, Easel and Markers, $20 per day

ROOM LAYOUT OPTIONS

We provide the initial setup of tables, chairs and A/V. Our tables are 5’x2’ and fit two chairs each. Our chairs and tables roll and nest, making it easy to reorganize the room during use.

Classroom Style Layout

Theater Style Layout
USAGE GUIDELINES

Food and Beverage

Outside food and beverages are permitted as long as they come from a verified licensed vendor. All food must be either packaged or catered. Homemade food and the sale of food to guests is NOT permitted. Upon signing the rental contract, the renter must disclose their food provider. Alcohol is not permitted under any circumstances in or around the property.

Damage Fees and Event Deposit

A $100 event deposit fee is mandatory for all rentals. Upon invoicing after rental is complete, the $100 deposit will be subtracted from the final rental fee if no damages are found. The NHTC can charge for damages beyond the event deposit if necessary. Damages include: carpet stains, destruction of property, damage from wall adhesives or nails and use of glitter. Wall mounting is allowed if using masking tape or wall safe adhesive products. Smoking is also not allowed on the premises.

Decorations

Decorations are not provided by the NHTC. Renters must bring in their own decorations and clean up appropriately after use. The following decorations are not allowed:

- Confetti
- Streamers
- Sand
- Glitter
- Silly String
- Candles in an open container (OK in closed container)
Cancellation Policy

Cancellations made within 30 days of the scheduled event will receive a refund of their event deposit minus a $20 administrative fee. Cancellations made 30 to 15 days prior to the scheduled event will not receive a refund of their $100 deposit. Cancellations made within two weeks of the scheduled event will be invoiced for the full rental fee. All cancellations must be made in writing to info@macmh.org.

Room Occupancy

Reserved spaces may only be occupied during the scheduled reservation time. Set up and take down of the space(s) must be completed within the reservation time. An additional hourly rate will be charged to renters exceeding their reservation time.

Payment Policy

The event deposit must be paid within 10 business days of reserving the rental space. The deposit may be paid through either credit card, Paypal or check. The remaining rental amount is due within 10 days of rental usage. Checks are payable to “MACMH” and can be mailed to: 23 Empire Drive, Suite 1000, Saint Paul, MN 55103.

Parking and Directions

The NHTC has its own entrance on the north side of the main building. A map is included at the end of this guide for reference. Parking is available outside of our main entrance, in the main building parking lot, and on the street.

Insurance and Liability

The renter voluntarily assumes all risks of accident or damage to the property and to the persons and property of its members, or third person sustained during the rental periods. Renters agree to hold harmless The Nevin Huested Training Center and MACMH from all liability, charges, expenses and cost for any such damage to persons or property, however occurring, except for those damages solely caused by the intentional acts of the center.
Clean Up and Take Down

Renters are responsible for cleaning up the space and returning everything to its original condition prior to their occupancy. Tables, chairs and other furniture must be moved back to their original setup. Any approved adhesive must be removed from the walls. If the space is not left as it was prior to the renter’s occupancy, the NHTC has the right to charge the renter’s event deposit.

Use of Lobby and Board Room

The lobby is available to all renters of the NHTC space. The board room is available for free on evenings and weekends with rental of the NHTC space.
RENTAL INSTRUCTIONS

Please complete the following steps to reserve a rental space at the Nevin Huested Training Center. If you have any questions or concerns during the reservation process or would like to schedule a tour, please call 651-644-7333 or email info@macmh.org.

Instructions:

2. View our google calendar on our website for available dates.
3. Fill out the reservation form available online.
4. You will be contacted within 1-2 business days of filling out the reservation form.
5. A contract will be sent to you after confirming your reservation.
6. The $100 event deposit payment will be required within 10 days of signing the contract.
7. A confirmation of room set up, AV and other rental procedures will be sent to you within one week of your event.
8. Final payment for the rental must be made within 10 days after the invoice date.