



FACILITIES RENTAL INFORMATION

FACILITIES AND GROUNDS

- Alcohol and drug use are prohibited in the facilities and on the grounds at all times.
- Public Act 140 of 1993 prohibits the use of tobacco products in the facilities and on the grounds, at all times.
- Access to employee workstations and Transition Schools will not be permitted.
- Only Dry-erase markers are to be used on any of the facilities' whiteboards.
- The public entrance to the building is accessible from 8:00 a.m. until 4:30 p.m. Extended time can be permitted with a minimum 48-hour notice.
- The ISD reserves the right to refuse rental service at any time.
- To post something on the wall please check with Center Staff.
- The ISD reserves the right to move a meeting to another room(s) and/or Millet Learning Center, 3660 Southfield Drive, Saginaw, MI 48601. Proper notification will be given.

EQUIPMENT

- The equipment available in the facilities is a projector, microphone, and laptop. If you wish to use your laptop, you must have a way to connect to an HDMI cable.
- Use of photocopiers or other employee workstation equipment is prohibited.
- A 72-hour notice is needed for equipment requests, including computer technology. A technician may be on-site to assist with setup.

FEES

- A fee may be charged for use of the room. The following schedule will apply
 - Full meeting facility: \$250 per half day, \$500 per full day
 - Half meeting facility: \$125 per half day, \$250 per full day
 - Individual meeting rooms: \$75 per half day, \$150 per full day
 - Conference room: \$50 per half day, \$100 per full day
- The above fees do not cover refreshments or catering. All food costs are at the expense of the renting organization

ADDITIONAL FEES THAT MAY APPLY

Technical Support (for external customers and weekends)

- Prices quoted are per technician.
- One-time set-up fee
 - \$15.00 Monday-Friday
 - \$20.00 Saturday
 - \$25.00 Sunday
 - \$5.00 per additional wireless laptop computer
- Technical support during an event
 - \$25.00 per hour Monday-Friday
 - \$37.50 per hour on Saturday
 - \$50.00 per hour on Sunday
 - Interactive charges and bridge fees
- Please contact Wendy Zaruba for technical support: wzaruba@sisd.cc, (989) 249-8730
 - Note: Affiliate customers will pay for technical support for any period outside of normal business hours which are Monday-Friday, 8:00 a.m. until 4:30 p.m.)

Custodial Fees

- Custodial fees may apply to any group using the facility after close of business Monday-Friday and all day Saturday and Sunday.
 - \$20.00 per hour Monday-Friday
 - \$30.00 per hour on Saturday
 - \$60.00 per hour on Sunday

CATERING

- Groups that are offering meals to their attendees are responsible for organizing their catering needs.
 - Catering suggestions can be provided upon request.
 - Notify the front desk as to delivery times.
 - Tables and trash cans will be available. Basic set-up and clean-up of the food is the responsibility of the renting organization.
- For scheduling and support please contact
 - Unity Hall: Tara Fox - tfox@sisd.cc, (989)399-7473
 - Millet Center: Meagan Ratzlaff - mratzlaff@sisd.cc or call 989-777-2520