



## Thank you for your interest in reserving a Community Room at 800 West Broadway!

**Before you submit an online request please read the following information:**

**1. Request and Confirmation Process:**

- Meeting space requests should be within a minimum of 2 weeks through a maximum of 2 months in advance. Example: During August 800 West Broadway will be booking August and September only.
- All requests should be directed through our website. No exceptions will be made.
- For multiple days requests or when exploring availability for a specific meeting, add dates and times on the notes section within the form. If events are different, please submit a form for each event.
- Last minute requests will not be processed.
- Space requests confirmations will take between 5-7 business days.

**2. Room Availability:** The rooms at 800 West Broadway accommodate in house workshops, classes and community space requests. It is unlikely that all the three community rooms are available on a single day.

3. **Days and Hours:** Space use is available between 8:00 am and 4:30 pm; Monday to Friday. The earliest a community room can be open is 7:30 am per previous arrangement with Coordinator. Please include in the note section in the form that you need access by 7:30 am.
  
4. **Requirements:** Please READ and COMPLETE: **MOU - Liability Waiver**. The MOU-Liability Waiver must be send by email to [Mayra.GarciaRivera@mpls.k12.mn.us](mailto:Mayra.GarciaRivera@mpls.k12.mn.us) . The MOU and Liability Waiver must be filled once a year. The confirmation would not be completed within 5-7 business days processing time if 800 West Broadway has not received required documents.
  
5. **Total Attendees:** Please book according to the total attendees allowed per Safety and Security regulations at 800 West Broadway. Total allowed attendees for each room are within the reservation form.
  
6. **Parking:** Please be aware that PARKING options for meeting space users is limited only to Hawthorne Mall Crossings Area located at 912 Broadway Avenue which is managed by the same owner of 800 West Broadway. Not following parking rules affects building operations. **Booking parties not following parking rules will be prevented for booking in the future.**