



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

Before you submit a 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 3 months in advance. **Last minute requests will not be processed.** Space requests confirmations can take between 3-5 business days.
2. **Room Availability:** The rooms at 800 West Broadway accommodates in house workshops and 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.
4. Please **READ; MOU and Liability Waiver**, once completed email it to Mayra.Garcia-Rivera@mpls.k12.mn.us . The MOU and Liability Waiver must be filled once a year.
5. **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 same owner of 800 West Broadway. This is the only parking option for community room space use at 800 West Broadway.