

Conference Room Guidelines

Availability:

Please call-in advance to reserve the conference room. You can reach us at 715-384-3454 to check availability and make a reservation. The conference room is available Monday through Friday, from 8:00 AM to 4:30 PM. Any requests for after-hours use must be approved in advance.

Guidelines:

- Lunch items, cookies, donuts and small snacks are allowed.
- Coffee Maker is available for use. Please provide your own coffee & supplies.
- No smoking, vaping, or alcoholic beverages allowed.
- Items in the fridge are not for public use. The MACCI staff keep personal items in the Kitchen.
- Copy/Fax services will not be available.
- Please clean up after using the conference room. This includes wiping down tables, putting chairs back (stacked if needed) and changing out garbage/recycle bins. Extra garbage bags and cleaning items are available.
- Other items available for use in the conference room include a conference phone, owl, projector, and large Post-it note pads.

Fees:

- Investors (members) No charge
- Non-Investors (non-member) \$25/day
- If the conference room is not returned to its original layout and condition, a cleaning and maintenance invoice will be issued..... \$25