



Conference Room Rental Information  
PO Box 569  
120 South 5<sup>th</sup> Ave Suite B102  
Manhattan MT  
406-282-4350

**Conference Room (CR)** is 935 sf and is approx. 26' x 38'. Maximum occupancy is 60.

**Available Furniture.** Includes the use of 15, 24" x 72" rectangle tables as well as 6, 24" x 52" Trapezoid tables. Chairs available include the use of 40 banquet style chairs along with 14 adjustable office desk style chairs. Should renter require other equipment, renter is responsible for supplying additional equipment and the removal of said equipment.

**Audience Response System.** The District has available 60 Audience Response System clickers. These units allow for greater audience interaction in which the presenter asks questions, the audience has the opportunity to respond via the clicker, and the overall (not individual) results are displayed. Responses are anonymous. A separate deposit and rental fee is necessary for the use of the ARS. A deposit of \$200.00 is required and a fee of \$50.00 for up to 4 hours and \$100.00 for over 4 hours is required.

**Communications.** CR is equipped with WiFi and has a 65" plasma TV. Polycom SoundStation is available for conference call options and a Meeting Owl Pro Webcam is available for virtual meetings. Additional rental fee of \$50 for use of the Webcam.

**Uses.** Preferred use of the CR is for business purposes. We do, however, make exceptions for non-business uses with prior approval from the Conservation District. Additional deposits may be required for non-business uses.

**Rental Hours.** The CR availability is between 8:00 a.m. and 4:30 p.m., M-F. Earlier or later hours and weekend rentals can be arranged with prior approval from the Conservation District.

**Kitchen.** Rental of the CR includes use of a small kitchen that has a refrigerator, microwave, and dishwasher. A 12-cup coffee maker and 42-cup coffee maker are also available. Renter will need to supply coffee, tea, and condiments, if desired.

**Restrooms.** Available are a two-stall women's and men's restroom, both handicap accessible.

**Rental Fee:**

Up to two hours of use is \$25.00  
½ day (2-5 hours) is \$50.00  
Full day (5-8 hours) is \$100.00

Renter's time to set up and clean is included in rental time.

**Deposit.** A deposit of \$100 is required per event. Deposits for rental periods which are canceled within seven (7) days prior to rental date will be forfeited. If food is served, an additional deposit may be required.

**Prohibitive Acts.** Smoking, pets, or alcohol are strictly prohibited.

**Set-up/Cleaning.** Renters are allowed to set up CR as they wish. The furniture must be placed back to original positions. Hanging of material on walls is allowed on a minimal basis. Renters are required to clean the CR, bathrooms, and kitchen (if applicable) to pre-rental condition; a checklist will be provided. A vacuum, broom, and cleaning supplies are provided. Deposits will be retained if set-up and cleaning is not completed.

Do not move and use kitchen chairs in conference room. Do not move or displace any wall hangings or decorations, without prior approval.

**Parking.** Parking is available directly in front (east) of Building B. Street parking is also available. Parking to the west of Building B is for condo residents only.

**Disclaimer.** Gallatin Conservation District (District) activities take precedence over rentals. The District may decline rental for any reason. The District may require renter to provide proof of liability insurance and/or have the District listed as additional insured.