<table>
<thead>
<tr>
<th>University of Minnesota Venue and Contact Information</th>
<th>Special Features</th>
</tr>
</thead>
</table>
| **Conference and Event Services:**  
Cari Fealy, Director  
612.624.0656  
Katie Olson, Coordinator  
612.625.5647  
Ukao001@umn.edu  
Bridget McCoy, Coordinator  
612.625.7007  
bmccoy@umn.edu  
Anna Kytonen-Coffman, Intern  
612.625.5648  
uces-oa@umn.edu  
uces@umn.edu  
| Conference and Event Services at the University of Minnesota is as easy as 1...2...3.  
1 Stop-Shopping, 2 Cities, 3 Unique Campuses.  
Call us to help you find a location for your next event or conference.  
**Main Conference & Event Services Line**  
612.625.9090  
uces@umn.edu  
www.uces.umn.edu  |
| **Athletics**  
Scott Ellison (CES contact)  
Associate Athletic Director-Facilities & Events  
612.625.8860  
ellis004@umn.edu  
Jeff Seifriz  
Sr. Director-TCF and Outdoor Facilities  
612.624.7559  
seifr001@umn.edu  
Andrew Parrish  
Sr. Director-Events & Bierman/ Gibson Nagurski  
612.625.8005  
aparrish@umn.edu  
| • Dome can be rented for all sports except tackle football.  
• Mariucci Arena seats 9,700, has the capacity for an ice sheet 100 ft by 200 ft, has a club room for up to 350 people, a meeting space for up to 100 people, locker rooms, and concession/catering available  
• The Sports Pavilion includes a gym floor 115 ft by 120 ft, 400 vinyl padded folding chairs, in-house speaker sound system, audio-visual equipment, 25 press work stations, a meeting room, locker rooms and concessions/catering available. Clubroom has space for 65 sit down guests and 75 reception style.  
• Williams Arena features public seating for 14,250, private seating for 434, press box, concessions and catering, public locker rooms and more. Clubroom has space for 100 sit down guests and 150 reception style.  
• Boat House  
TCF Stadium  
• DQ Club Room – 660 sit down, 800 theater, 1000 reception  
• Indoor Club – 125 sit down, 200 theater  
• President’s Dining Room – 75 sit down  
• Event Meeting Room – 25 sit down, 40 classroom  

For more information, visit: [http://gophersports.com/facilities](http://gophersports.com/facilities)  
| **Sports Pavilion & Williams Arena**  
Cory Chapman  
612.625.3007  
cchapman@umn.edu  
TCF Stadium/Premium Space Rental  
Lindsay Schutter  
Schut076@umn.edu  
| **Barbara Barker Center for Dance, Rarig Theater, Centennial Showboat**  
Carrie Van Hallgren  
612.625.1052  
cvanhall@umn.edu  
| Contact Carrie for more information on these venues  
| **Bell Museum of Natural History**  
Emma Allen  
612.626.1897  
eallen@umn.edu  
www.bellmuseum.org  
| • North Woods Hall and Prairie Hall max capacity of 250 for cocktail reception  
• Seating for 150 plated or buffet meal  
• Ability to work with the caterer of your choice  
• Access to West Gallery exhibit hall, the Touch & See room and the garden atrium  

For more information, visit: [http://gophersports.com/facilities](http://gophersports.com/facilities)
| Campus Club | • West Wing dining room capacity of 200  
|            | • Dale Shephard room seats 44  
|            | • Conference Rooms ABC w/ max seating capacity of 80  
|            | • Small meeting rooms-up to 11 people  
|            | • Full bar with seating for 75 people  
|            | • Terrace and Lounge Corridor capacity of 200  
|            | • Rentable outdoor patio  
|            | • Executive Chef on premises  
|            | • Serving local and organic food  

| Carlson School of Management | Housed in a 243,000 square-foot building that was dedicated in 1998, the Carlson School enjoys a prime location on the University of Minnesota West Bank campus and provides the perfect environment for your business meeting, seminar, executive conferences or awards ceremony. While Carlson School and university educational activities have varied scheduling priorities depending on the time of year, we have an unique selection of spaces in the Carlson building that may be available to lease. In addition to more than 20 general purpose classrooms, the Honeywell Lecture Hall, a public dining area, and a Private Dining Room, spaces include:  
| Kathi Margo | • The 15,500 square-foot first floor Atrium which can accommodate as many as 600 for a reception, or 300 for a seated banquet.  
| 612.626.9378 | • The 3M Auditorium, with a capacity of 250, and adjacent classroom 1-114 which provides a convenient breakout space for small groups or informal meetings  
| CSRmSchd@umn.edu | • The Executive Center suite offers five large classrooms with capacities of 46 to 70, many of which are equipped with video conferencing and MediaSite media recording capabilities  
| www.carlsonschool.umn.edu/reservearoom | • A sound proof Media Studio/Video-conference room with 11’ x 4’ green screen wall, fixed seating for 30, as well as an instructor computer/DVD work station  
| | The building is also home to an on-site University Dining Services kitchen and catering offices.  

| Coffman Memorial Union & West Bank Auditorium | • Theater seats 402  
| Sarah Fastner | • Banquet Hall seats 400 – no weddings  
| 612.624.7233 | • Unique Meeting Spaces  
| fastn003@umn.edu | • Performance Venues  
| www.sua.umn.edu/reservations | • 10 Conference Rooms  
| | • 3 Outdoor Venues  
| | • Goldy’s Game Room and bowling alley  
| | And much more can be found in the “living room of campus”  

| Continuing Education and Conference Center | • Theater seating for up to 440 people  
| Ken Gay | • 16,500 square feet of meeting space  
| 612.624.2777 | • Technical support prior/during your event  
| kgay@umn.edu | • Videoconferencing capabilities  
| Leslie Berry | • Wireless connectivity  
| 612.624.0681 | • Full service dining services including breaks and meals  
| lberry@umn.edu |  
| www.cce.umn.edu/conferencecenter |  

| Conference Services & Program Planning | • Offers an array of services involved in Conference Coordination, Planning and Management  
| Catherine Flannery | • Coordinates Continuing Education Units (CEU’s) and accreditation for programs.  
| 612.625.4257 | • Registration services and website services for abstract submission and document organization.  
| flannery@umn.edu | • Financial Planning and Management  
| 12/16/2014 |
Elmer L. Andersen Library
612.624.9906
anderlib@umn.edu
http://andersen.lib.umn.edu/policies.html

Walter Library
Julie Huang
eastfom@lib.umn.edu
http://walter.lib.umn.edu/

Facilities Management – Indoor

West Bank
Leroy Engele   Ruth Ann Manlet
612.624.6738   612.624.8226
Engel403@umn.edu  Manle001@umn.edu

East Bank
Beth Loudon
612.626.8422
loudenb@umn.edu

East Bank (AHC)
John Stoffel
612.626.2876
Stoff003@umn.edu

St. Paul
Eric G Eischens
612.624.7293
eischens@umn.edu

Hubert H. Humphrey Conference Center
Margaret Oltmans
612.625.1806
oltmans@umn.edu

HHH Tech Services (on and off campus)
Gary Muellerleile
612.626.3509
muell004@umn.edu
www.hhh.umn.edu

Landcare
Jason Grode
612.624.6192
Grod0006@umn.edu

McNamara Alumni Center
Amy Leyden
Director of Sales & Marketing
612.625.8876
Main line: 612.624.9831
aleyden@umn.edu
macevent@umn.edu
www.mac-events.org

- 120A and 120C are each set with 8 tables in a rectangle with seating for 16
- 120B is set with lecture seating for 60
- 120A,B & C features adjustable seating up to 180 people
- Atrium available – 100+ for reception with overflow into 120A,B,C

FM is divided into four main areas of service:
- District Custodial and Maintenance Operations
- Central Services
- Energy Management
- Information and Process Management

- Cowles Auditorium capacity of 250
- Atrium capacity of 300 for reception, 250 for seated dining and is included in the rental of the Cowles Auditorium
- Wilkins room seats 55, Stassen Room seats 28 and Conference room 186 seats
- 25, 180 seats 60, 184 seats 34
- Capable staff available for your audio/visual needs
- High-end a/v equipment available for rental or comes with the rental of your room
- Audio Visual staff may be used as a resource for your events elsewhere on or off campus- Contact Gary Muellerleile
- Newly renovated AV and studio quality

- Primary services include outdoor waste collection and maintenance of outdoor space.
- Design and Implementation
  Campus Cleanliness

- 12,000 sq.ft. exhibit space
- Banquet capacity up to 500 people; Theater 600; Reception 1000
- 10 meeting rooms
- Built-in AV equipment including wireless internet throughout conference center
- Outdoor plaza and private patio
- D’Amico + Sons Cafe
<table>
<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Minnesota Landscape Arboretum</strong></td>
<td>Lindsay Sypnieski 952.443.1427 <a href="mailto:lsypnies@umn.edu">lsypnies@umn.edu</a> <a href="http://www.arboretum.umn.edu">www.arboretum.umn.edu</a></td>
<td>• 8 gardens available for ceremonies from spring until mid-autumn</td>
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<td>• Brand new visitor’s center houses McQuinn Great Hall with 40-foot ceilings supported by custom Douglas fir timber trusses</td>
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<td>• 375-seat MacMillan Auditorium</td>
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<td>• Restaurant has indoor seating for 160 plus outdoor seating for 150</td>
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<td>• Walking, bus and tram tours available</td>
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<td></td>
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<td>• Access to Andersen Horticultural Library</td>
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<td></td>
<td></td>
<td>• Group discounts at Gift Shop</td>
</tr>
<tr>
<td><strong>Mondale Hall - UMN Law School</strong></td>
<td>Linda Lokensgard 612.625.2023 <a href="mailto:shimm001@umn.edu">shimm001@umn.edu</a></td>
<td>• Over 30 rentable areas</td>
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<td>• Reception area for 50, 75, and 100</td>
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<td></td>
<td></td>
<td>• Many rooms come fully equipped with audio/visual equipment</td>
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<td>• Additional equipment available for checkout</td>
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<tr>
<td><strong>Northrop Auditorium</strong></td>
<td>Sally Dischinger 612.625.0796 <a href="mailto:disch002@umn.edu">disch002@umn.edu</a> <a href="http://www.northrop.umn.edu">www.northrop.umn.edu</a></td>
<td>Contact Sandy for more information on this venue</td>
</tr>
<tr>
<td></td>
<td>Christine Tschida 612.626.8711 <a href="mailto:tschidac@umn.edu">tschidac@umn.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Office of Classroom Management</strong></td>
<td>Sarah Kussow 612.626.7086 <a href="mailto:Kusso001@umn.edu">Kusso001@umn.edu</a></td>
<td>• Classroom space for 20-1000 attendees is available for summer conferences and events on the East Bank, West Bank and St. Paul Campuses at the University of Minnesota</td>
</tr>
<tr>
<td><strong>Office of Information Technology</strong></td>
<td>612.624.0069</td>
<td>• Help with any central campus information technology service or system.</td>
</tr>
<tr>
<td><strong>Outdoor Spaces</strong></td>
<td>Sally Bauer 612.624.6265 <a href="mailto:bauer512@umn.edu">bauer512@umn.edu</a></td>
<td>• Internal groups booking outdoor space; external groups contact Denise Mazone (612.626.3445, <a href="mailto:mazone@umn.edu">mazone@umn.edu</a>)</td>
</tr>
<tr>
<td><strong>Parking and Transportation Services</strong></td>
<td>Vicki Nelson 612.625.0754 <a href="mailto:nelso043@umn.edu">nelso043@umn.edu</a></td>
<td>• Parking and Transportation Services provides a variety of ramps and surface lots on the East Bank, West Bank and St. Paul Campuses</td>
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<td></td>
<td>Dillon Fried 612.626.7759 <a href="mailto:Frie0218@umn.edu">Frie0218@umn.edu</a></td>
<td>• Many ramps are adjacent to event facilities</td>
</tr>
<tr>
<td><strong>Research Building Management Services</strong></td>
<td>Christina Brant 612.301.5498 <a href="mailto:cbrant@umn.edu">cbrant@umn.edu</a></td>
<td>Academic Health Center Research Building Management Services (AHCMBMS) provides optimal building operation, security and services to people working in nine locations on the University of Minnesota Twin Cities campus</td>
</tr>
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12/16/2014
| Sign & Graphics |  
|----------------|---------------------------------------------------------------|
| www.signs.umn.edu | - Expert, on-campus staff  
|                  | - Cost-effective and well-designed products that are done right, delivered on time, and exceeds expectations  
|                  | - Full-service approach features consultation, site survey, design, project management, fabrication, installation and maintenance  

| St. Paul Student Center |  
|------------------------|---------------------------------------------------------------|
| www.sua.umn.edu/reservations | - Reception Hall – no weddings  
|                         | - Ballroom  
|                         | - Theater  
|                         | - Unique Meeting Spaces  
|                         | - 4 Conference Rooms  
|                         | - 2 Outdoor Venues  
|                         | - Gopher Spot Game room and Bowling alley  

| Ted Mann Concert Hall |  
|----------------------|---------------------------------------------------------------------------------
| Brad Momsen  
612.626.2030  
bmomsen@umn.edu  
tedmann@umn.edu  
www.tedmann.umn.edu | - Accommodates groups of 250 to 1,250  
|                  | - Breathtaking views of riverbank through 3-story, glass-walled lobby which is rentable separate or combined with the main stage  
|                  | - State-of-the-art acoustics  
|                  | European shoebox design theater with 2 tiers and raised mezzanine  

| U Card |  
|--------|---------------------------------------------------------------------------------
| 612.626.9909 | U Cards can be easily used for attendees who are members of the University community. However, the U Card Office also offers custom designed badges and ID cards (portrait/landscape) for attendees outside the U of M. Cards can be:  
|          | - single sided, double sided – color or black & white  
|          | - customized for the conference (logo(s), dates, etc.) & the attendee (name, role, picture, etc.)  
|          | - back of card can include magnetic strip for pre-encoded conference registration number & access to copiers, vending, buildings and/or doors  
|          | - hole punched & attached to lanyards, clipped to attendees apparel, or placed in a clear plastic holder  
|          | - used for attendance tracking – eliminate lists at registration & data entry following the conference, provide participation certificates & statistical analysis  
|          | - used to visually identify attendees (when using cards including attendee pictures)  

| UMN Bookstores |  
|----------------|---------------------------------------------------------------------------------
| Kari Erpenbach  
612.625.6564  
kari@umn.edu  
www.bookstore.umn.edu | - 43,000 sq ft bookstore located on the Ground floor of Coffman Memorial Union on the East Bank  
|                  | - Other bookstore locations at the St. Paul Student Center and at the UMN Law School  
|                  | - Events on campus are able to work with UMN Bookstores to utilize their services for special signings and other cross-promotional opportunities  
|                  | - Bookstore in Coffman is located directly on a MetroTransit bus line  
|                  | - UMN Bookstores carry 200,000 titles from 3,500 publishers, magazines, international newspapers, children’s books, bargain books, gifts and collectibles, and a wide variety of Gopher-Fan merchandise including clothing, baseball caps and more  

12/16/2014
### University Recreation and Wellness
Beth Asfahl  
612.624.7525  
asfah001@umn.edu  
www.recsports.umn.edu

### NEW University Rec Center SPACE

<table>
<thead>
<tr>
<th>Fieldhouse, Outdoor Fields, Dome/Turf Rentals</th>
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</thead>
<tbody>
<tr>
<td>University Recreation Center &amp; Cooke Hall</td>
</tr>
</tbody>
</table>
| Kori Shingles  
612.626.2749  
koris@umn.edu |
| Tiffany Hoffman  
612.626.2615  
Hoffm547@umn.edu |

<table>
<thead>
<tr>
<th>University Aquatic Center</th>
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| Linda McKee  
612.624.6349  
ditty001@umn.edu |

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<tr>
<th>St. Paul Gym</th>
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</table>
| Eric Loomis  
612.625.2233  
loomi040@umn.edu |

<table>
<thead>
<tr>
<th>University Dining Services &amp; Catering</th>
</tr>
</thead>
</table>
| Gerilynn Giel, Catering  
612.626.8142  
gielx007@umn.edu |
| Pete Warriner CECC  
612.625.8706 |

<table>
<thead>
<tr>
<th>University Catering is able to cater your event anywhere on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining Services has a large variety of locations for meals across campus</td>
</tr>
<tr>
<td>Dining Services provides all-you-can-eat meal services in six of our residence halls during the school year and five during our summer conferences and camps</td>
</tr>
<tr>
<td>Complete Meeting and Meal packages available through Continuing Education Conference Center.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Weisman Art Museum</th>
</tr>
</thead>
</table>
| Liz Grosjean  
612.626.5241  
wamevent@umn.edu  
www.weisman.umn.edu |

| Dolly Fiterman Riverview Gallery accommodates 180 for dinner and 350 for a reception |
| William G. Shepherd Room accommodates 120 in lecture-style seating |
| Capacity of the combined spaces is 200 for dinner and 500 for a reception |
| The Weisman Family Seminar Room seats 25 around seminar tables or 30 theater style |