

Wilder Center Convening User Guide



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Wilder Center Policies and Procedures



Hours of Operation

All booking times for convening services must factor-in any required setup/teardown time. Wilder Center must be cleared of all guests by listed closing times.

- Monday-Friday (public hours): 7:30a.m. to 5:00p.m.
- Monday-Friday (convening-specific hours): 6:30 a.m.-10:30 p.m.
- Saturday (convening-specific hours): 6:30 a.m.-11:30 p.m.
- Sunday (convening-specific hours): 6:30 a.m.-6:30 p.m.

Convening Policies

- A 30-day advance notice, a Wilder sponsor, and security are required for all meetings and events taking place on Saturday/Sunday. The cost for weekend security is a \$250.00 flat fee per day.
- Carts may not be taken through exterior doors of Wilder Center. All load-in that needs to occur on carts must go through the loading dock on the back side of the building.
- Media streaming services (with the exception of YouTube) are disabled throughout Wilder Center. Any required digital media must be played locally from the customer device, connected via HDMI or VGI connections to the in-room audio/video input(s).
- Exterior auditorium doors must be kept closed.
- There is a no-flame restriction throughout Wilder Center (with exception of chaffing fuel for catering). Best practice is to serve any hot items from the Rondo kitchen island.
- Chaffing dishes must be attended to by catering staff at all times.
- No table coverings are to be used with chaffing dishes.
- Wilder Foundation is a tobacco-free organization. Tobacco use, including the use of e-cigarettes, is not allowed in our buildings or on our property.
- Wilder Foundation is committed to creating a family-friendly environment for all event attendees. To ensure the well-being and enjoyment of families, any organizations hosting an event at Wilder Center are required to provide properly licensed child care services for attendees under the age of 13 during the reserved time during the events hosted at our venue.

Wilder Center Alcohol Guidelines

Events looking to serve alcohol must submit a request via alcohol approval form a minimum of two-months out from the event date.

1. Consumption of alcohol is prohibited on Wilder Center premises except as authorized by this document.

2. Alcohol is permitted for Wilder hosted employee events (i.e. employee recognition dinner); Wilder hosted community events (i.e. grand opening), Wilder hosted non-employee events (i.e. Rotary Club Dinner) and outside organizations on a per event basis.
3. Alcohol can only be served on the first floor of Wilder Center in defined common areas or the backyard (see floorplan).
4. Consumption of alcoholic beverages is limited to persons 21 years of age or older. No one under the age of 21 shall be served alcoholic beverages.
5. Beer, wine and spirits are the accepted types of alcohol.
6. Alcoholic beverages must be accompanied by hors d'oeuvres or a meal.
7. **No cash bar and no more than two tickets for alcoholic beverages will be provided to each participant at/prior to any event. An event includes a reception, dinner or both. Wine may be served at the table and tickets must be collected by the server.**
8. Open containers are prohibited outdoors with the exception of the backyard.
9. The number of people present at the event must not exceed the maximum number allowed in the facility or space.
10. **A Saint Paul Police officer must be present at all events in which alcohol is served at a cost of \$110 per hour, per officer. Contract must be signed with SPPD a minimum of 30 days in advance.**
11. Bring-Your-Own-Beverage (BYOB) arrangements are prohibited.
12. No alcohol may be taken from the premises.
13. A list of cabs and phone numbers are provided at the Wilder Center reception desk or from Wilder convening staff.

Provider of Alcoholic Beverages:

1. Wilder will not be the provider or server of alcoholic beverages.
2. A vendor (caterer) with a liquor license or in the business of serving alcohol will provide and dispense the alcohol to attendees.
3. **The vendor must provide a certificate of insurance proving liquor liability coverage and naming Wilder as an additional insured at the following policy limits: General Liability \$1,000,000.00 per occurrence and \$3,000,000.00 in aggregate.**
4. Alternative beverages such as non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.

External Space Reservation Policy



External User Eligibility:

- Non-profit organizations
- Government agencies
- Religious organizations
- Neighborhood organizations
- Business organizations
- Self-help/informal groups

Private individuals and families are not eligible to use the space

External User Requirements:

- Each non-Wilder group must have a Wilder “sponsor” (the Event Manager can be appointed to groups without a Wilder connection.)
- For weekend events the Wilder sponsor is required to be on-site for the entire event
- A use agreement must be executed
- A certificate of insurance meeting minimum requirements, as outlined in the use agreement, must be provided prior to any event.
- Space fees are charged as outlined in a separate fee schedule.

Wilder Center Uses Not Allowed:

- Purely social functions for individuals (wedding receptions, graduation parties, funeral receptions)
- Events for one political party (bi-partisan events are acceptable)
- Gambling

Fees for External Use:

- Weekend security: \$250 flat fee
- Hourly tech support: \$45/hour
- Webex Event Center video-conference setup: \$90/hour

Convening Payment Policy:

Events will be considered guaranteed upon receipt of a signed use agreement and a deposit equal to 50% of the space fee or a signed purchase order, with the balance of the remaining space fee to be ***due in-full prior no later than 10 business days prior to the first scheduled event date***. Payment can be made by cash (in person only) or check payable to Amherst H. Wilder Foundation. The convening party agrees to pay a late fee of 10% if payment is not received in-full prior to event date. Convening party will also pay an additional service charge of \$30 for any check returned by the bank. Accounts that are 30 days or more past due will be forwarded to collections and will be liable for any additional costs resulting from this process.

Room Set-up Forms:

Convening parties should note all A/V and other technical requirements, as well as beverage and catering details for auditorium reservations on the provided room set-up form. For events with more complex technical needs, such as outside audio/video feeds or media presence, the final walk-through must include testing of all equipment one week prior to allow adequate time for troubleshooting and repairs, if necessary.

The set-up form will be included as part of your event confirmation email and must be returned to convening@wilder.org or faxed to 651-280-3370, a minimum of 7 days prior to any event to guarantee desired configuration. Last minute reconfigurations will be subject to a reconfiguration fee.

Event Confirmations:

You will receive a set-up form attached to your confirmation email for auditorium meetings or events. You must return the set up form via email or fax 7 days prior in order to guarantee set-up. Laptops, microphones and remote mice are in limited supply and availability is not guaranteed until the set-up form is completed, sent to convening@wilder.org.

External Cancellation Policy:

Once a meeting or event has been scheduled only the event manager may make changes. Cancellations for auditorium events must be made no less than seven (7) days following your event. An administrative fee of \$50, plus any additional costs incurred, will be charged to the responsible party for late cancellations, including: a deposit equal to 50% of the space fee, plus 100% of any applicable reconfiguration fees, security fees, and SPPD officer costs.

Notice of any auditorium cancellations must be emailed to convening@wilder.org or directly to the event manager, [John Zimmerman](#).

External Space Requests

Rental requests may be sent to Wilder Center event manager [John Zimmerman](#), or to meet@wilder.org.

Space requests for no-charge 2nd floor meeting spaces should be sent to convening coordinator Nick Van Sickle.

Wilder Center Meeting Spaces:



1st Floor Meeting Spaces:

The first floor of Wilder Center is publicly accessible and contains our main auditorium space, Rondo dining area, lobby, backyard, and two huddle rooms. Listed spaces follow below:

Wilder Center Auditorium (A, B, C & D)

Seating for 90 to 285 attendees, depending on room setup.

Included Equipment:

- Hybrid videoconference system with two computer controlled cameras.
- 8x wireless microphones
 - (up to 2 can be lavalier-style)
- Full A/V (projector and screen, wireless mics, in-ceiling speakers)
- 2x Rolling 52" display (upon request)
- Wilder Center laptop
- DVD player
- Remote mouse
- Podium
- 4x Portable whiteboards
- Conference phone



Amherst H. Wilder Auditorium A

Seating for 34 to 100 attendees, depending on room setup.

Included Equipment:

- Hybrid videoconference system with two computer controlled cameras.
- 4x wireless microphones
- Full A/V (projector and screen, wireless mics, in-ceiling speakers)
- Wilder Center laptop
- DVD player
- Remote mouse
- Podium
- Portable whiteboard
- Conference phone



Fanny Spencer Wilder Auditorium B

Seating for 28 to 80 attendees, depending on room setup.

Included Equipment:

- Full A/V (projector and screen, wireless mics, in-ceiling speakers)
- 4x wireless microphones
- Meeting OWL Pro video-conference system (upon request)
- Wilder Center laptop
- DVD player
- Remote Mouse
- Podium
- Portable whiteboard
- Conference phone

Combined Cornelia Day Wilder and Victor Watkins Auditorium C & D

Seating for 28 to 80 attendees when combined, depending on room setup. Space may also be separated into two individual auditoriums (C & D) via an air-wall.

Included Equipment:

- Full A/V (dual projectors and screens, wireless mics, in-ceiling speakers)
- 4x wireless microphones
- Meeting OWL Pro video-conference system (upon request)
- Wilder Center laptop
- DVD player
- Remote mouse
- Podium (upon request)
- Portable whiteboard
- Conference phone

Rondo Kitchen and Dining Room

Seating for up to 50 attendees

Included Equipment:

- Center service island and sideboard
- Refrigerator
- Two microwaves
- Sink with garbage disposal
- Commercial coffee brewer
- Vending machines



Wilder Center Lobby

Included Equipment:

- Wilder Center laptop (upon request)
- Rolling 52" display (upon request)



Wilder Center Backyard

Included Equipment:

- Benches and picnic tables
- Portable PA system (upon request)

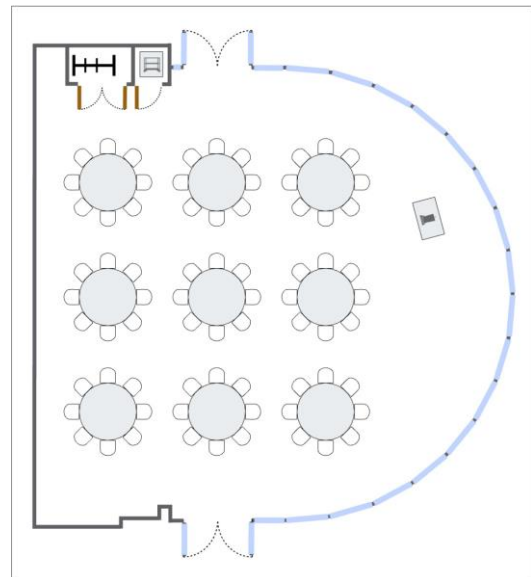


Auditorium Space Layouts:

The following standard space layouts are all shown in the Amherst H. Wilder 'A' auditorium space. Layouts may be combined or modified as required for event needs.

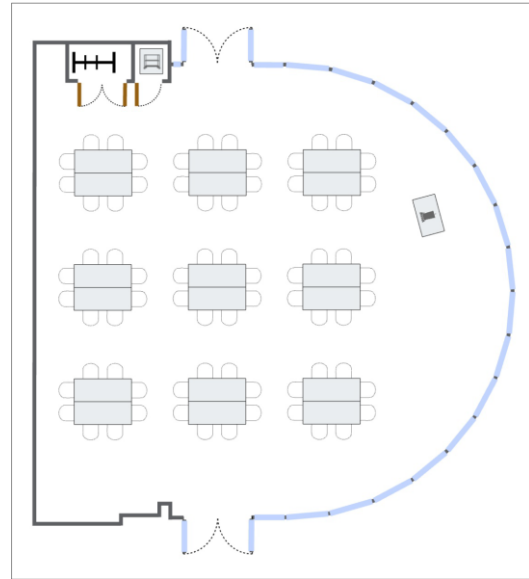
Arrangement in 60" Rounds

- **Full Wilder Center Auditorium:**
 - 21 rounds of 8, up to 168 attendees
- **Auditorium A:**
 - 9 rounds of 8, up to 72 attendees
- **Auditorium B:**
 - 6 rounds of 8, up to 48 attendees
- **Combined A/B Auditorium:**
 - 15 rounds of 8, up to 120 attendees
- **Combined B/C/D Auditorium:**
 - 12 rounds of 8, up to 96 attendees
- **Combined C/D Auditorium:**
 - 6 rounds of 8, up to 48 attendees



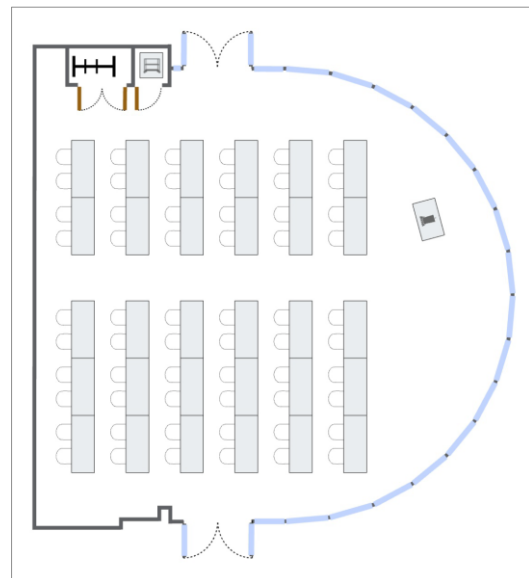
Arrangement in Clusters

- **Full Wilder Center Auditorium:**
 - 21 clusters of 8, up to 168 attendees
- **Auditorium A:**
 - 9 clusters of 8, up to 72 attendees
- **Auditorium B:**
 - 6 clusters of 8, up to 48 attendees
- **Combined A/B Auditorium:**
 - 15 clusters of 8, up to 120 attendees
- **Combined B/C/D Auditorium:**
 - 12 clusters of 8, up to 96 attendees
- **Combined C/D Auditorium:**
 - 6 clusters of 8, up to 48 attendees



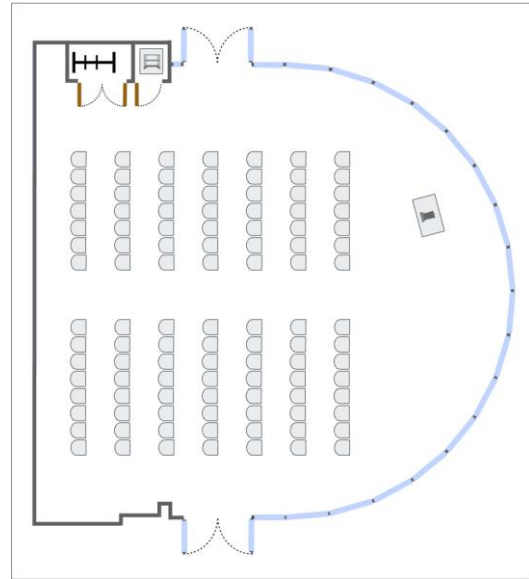
Arrangement in Classroom-Style

- **Full Wilder Center Auditorium:**
 - 60 tables of 2, up to 120 attendees
- **Auditorium A:**
 - 30 tables of 2, up to 60 attendees
- **Auditorium B:**
 - 20 tables of 2, up to 40 attendees
- **Combined A/B Auditorium:**
 - 50 tables of 2, up to 100 attendees
- **Combined B/C/D Auditorium:**
 - 40 tables of 2, up to 80 attendees
- **Combined C/D Auditorium:**
 - 20 tables of 2, up to 40 attendees



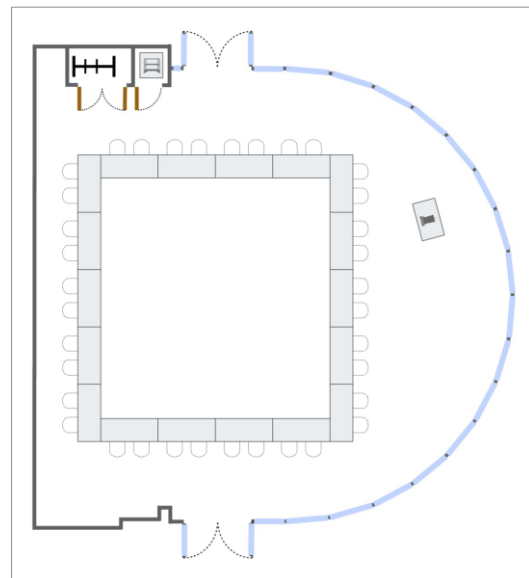
Arrangement in Theater-Style

- **Full Wilder Center Auditorium:**
 - Up to 285 attendees
- **Auditorium A:**
 - Up to 100 attendees
- **Auditorium B:**
 - Up to 80 attendees
- **Combined A/B Auditorium:**
 - Up to 180 attendees
- **Combined B/C/D Auditorium:**
 - Up to 160 attendees
- **Combined C/D Auditorium:**
 - Up to 80 attendees



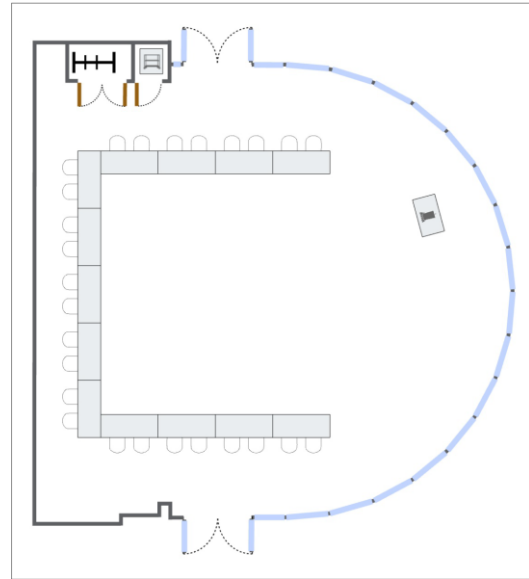
Arrangement in O-Style Conference

- **Full Wilder Center Auditorium:**
 - N/A
- **Auditorium A:**
 - 18 tables of 2, up to 36 attendees
- **Auditorium B:**
 - 14 tables of 2, up to 28 attendees
- **Combined A/B Auditorium:**
 - 24 tables of 2, up to 48 attendees
- **Combined B/C/D Auditorium:**
 - 20 tables of 2, up to 40 attendees
- **Combined C/D Auditorium:**
 - 14 tables of 2, up to 28 attendees



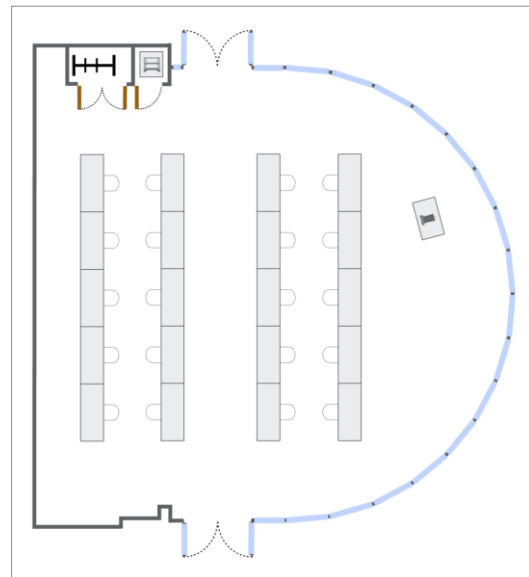
Arrangement in U-Style Conference

- **Full Wilder Center Auditorium:**
 - N/A
- **Auditorium A:**
 - 13 tables of 2, up to 26 attendees
- **Auditorium B:**
 - 9 tables of 2, up to 18 attendees
- **Combined A/B Auditorium:**
 - 19 tables of 2, up to 38 attendees
- **Combined B/C/D Auditorium:**
 - 15 tables of 2, up to 30 attendees
- **Combined C/D Auditorium:**
 - 9 tables of 2, up to 18 attendees



Arrangement for Vendor Expo

- **Full Wilder Center Auditorium:**
 - 40 tables of 1 or 2, up to 40 vendors
- **Auditorium A:**
 - 20 tables of 1 or 2, up to 20 vendors
- **Auditorium B:**
 - 10 tables of 1 or 2, up to 10 vendors
- **Combined A/B Auditorium:**
 - 30 tables of 1 or 2, up to 30 vendors
- **Combined B/C/D Auditorium:**
 - 20 tables of 1 or 2 up to 20 vendors
- **Combined C/D Auditorium:**
 - 10 tables of 1 or 2, up to 10 vendors



2nd Floor Meeting Spaces:

The second-floor of Wilder Center has partial public accessibility and contains two rental spaces (Frogtown 2510 and Summit University 2610) and five no-charge spaces. Listed spaces follow below:

Frogtown 2510

Set standard in an O-shape conference-style setup for 24 attendees, this space may be reconfigured by the meeting host as needed (table for Poly system may not be moved). Wilder Center does ask that this room be returned to its original set-up upon the conclusion of each meeting.

Included Equipment:

- Dual 72" flat-screen displays
- DVD player
- Poly hybrid videoconference system
- Wilder Center laptop (upon request)
- Remote mouse (upon request)



Summit-University 2610

Set standard in an O-Shape conference-style setup for 26 attendees, this space may be reconfigured by the meeting host as needed (table for Poly system may not be moved). Wilder Center does ask that this room be returned to its original set-up upon the conclusion of each meeting.

Included Equipment:

- Dual 72" flat-screen displays
- DVD player
- Poly hybrid videoconference system
- Wilder Center laptop (upon request)
- Remote mouse (upon request)

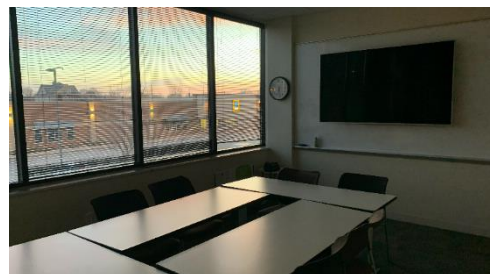


Midway 2310

Set standard in a conference-style setup for 10 attendees, this space may be reconfigured by the meeting host as needed. Wilder Center does ask that this room be returned to its original set-up upon the conclusion of each meeting.

Included Equipment:

- A/V (flat-screen)
- Meeting OWL Pro video-conference system (upon request, rentals only)
- Wilder Center laptop (upon request, rentals only)
- Whiteboard



West Side 2320

Set standard at a single round table for 6 attendees.

Included Equipment:

- OWL video-conference system (upon request, rentals only)
- Wilder Center laptop (upon request, rentals only)
- Whiteboard



Merriam Park 2410

Set standard in a conference-style setup for 12 attendees, this space may be reconfigured by the meeting host as needed. Wilder Center does ask that this room be returned to its original set-up upon the conclusion of each meeting.

Included Equipment:

- A/V (projector and screen, in-ceiling speakers)
- Meeting OWL Pro video-conference system (upon request, rentals only)
- Wilder Center laptop (upon request, rentals only)
- Whiteboard



Como Park 2420

Set standard in a conference-style setup for 8 attendees.

Included Equipment:

- Meeting OWL Pro video-conference system (upon request, rentals only)
- Wilder Center laptop (upon request, rentals only)
- Whiteboard



North End 2520

Set standard in a conference-style setup for 14 attendees, this space may be reconfigured by the meeting host as needed. Wilder Center does ask that this room be returned to its original set-up upon the conclusion of each meeting.

Included Equipment:

- Wilder Center laptop (upon request, rentals only)
- Whiteboard



Audio/Video Guide



Available A/V Equipment

A variety of audio/video (A/V) equipment is available for check-out at Wilder Center, which includes:

- Convening laptops (3)
- Meeting OWL Pro videoconference systems (2)
- Portable A/V cart with 32" LCD TV and DVD/VCR (1)
- Portable 52" LCD TV monitors (2)
- Portable public address (PA) system with wired microphones (1)
- Remote mouse for use with laptop (3) – Inquire with convening
- USB audio interface / 6-channel mixer (1) – Inquire with convening
- HDMI, VGA and XLR cables, assorted adapters, etc. – Inquire with convening

Wilder Center Wi-Fi Access

Publicly accessible wireless is available throughout Wilder Center. Please follow the steps below for access:

- Select the **AHWilder-Public-Wireless** network on your device
- Open your preferred internet browser, where you will be re-directed to a portal page
- At the bottom of the portal page, select the link **“Don’t have an account”**
- Enter your first and last name and then click “Submit”
- Successfully Created Guest Account ... click “OK”
- Click to accept the terms and conditions

Wilder Center Auditorium A/V

All external auditorium bookings at Wilder Center are staffed by on-call convening personnel, and any necessary A/V setup will be completed by convening staff prior to the scheduled start-time of any events.

While physical connections (HDMI and USB) are available at the main podium, the best practice for connecting to the A/V system in Auditorium A (and adjacent sections of the auditorium) is via screen-share into an existing virtual meeting (set-up for you in advance by convening). This method of presenting allows the podium to be free of unnecessary clutter and provides more flexibility for event participants when using PowerPoints or other shared meeting elements.

The following items are requested for all hybrid events:

- Advance notice of any hybrid events at the time of booking confirmation
- A link to your videoconference so convening staff can log-in before the event begins
- Any presenters sharing their screens will need to be set as co-hosts or presenters within the meeting

PLEASE NOTE: Anyone that is logged into the virtual meeting while physically in the auditorium will need to mute both the microphone and speakers on their device.

Meeting Room A/V

Projectors and flat-screens throughout Wilder Center are controlled via wall mounted A/V panels near the entrance of each space, which allow you to select your desired source from available connection points. After powering on the A/V system of your room, you will be asked to select the desired connection type (HDMI or VGA) and source (either the floor or wall mounted A/V connections available in your space).

Once connected to in-room A/V, the display mode of your computer may need to be adjusted in order to send signal to the projector (this will vary depending on the connected laptop).

Available computer display modes are:

- Display to laptop only
- Display to connected secondary display only
- Display to both the laptop and connected secondary display
 - Duplicate to a secondary display
 - Extend to a secondary display

If you are encountering any A/V issues, please reference the in-room tech manuals for guidance or reach out to convening coordinator Nick Van Sickle (651-280-2370) or event manager John Zimmerman (651-280-2402).

Please ensure that all A/V systems are powered off upon completion of your meeting.

Preferred Catering Options



Surdyk's Catering

2117 West River Road North
Minneapolis, MN 55411
(612) 331-3938
www.surdykscatering.com

Ginkgo, Coffee service, breakfast options, lunch

721 Snelling Avenue North
Saint Paul, MN 55104
(651) 645-2647
www.ginkgocoffee.com

Soul Bowl

520 North 4th Street
Minneapolis, MN 55401
(612) 567-7044
www.soulbowlmn.com

A La Salsa

920 East Lake Street, Suite 155
Minneapolis, MN 55407
(612) 872-4140
www.salsaalasalsa.com

DECO Catering, Higher end dinner options

2010 East Hennepin Avenue
Minneapolis, MN 55413
(612) 623-4477
www.decocatering.com

Boca Chica

11 Concord Street
Saint Paul, MN 55107
(651) 222-8499
www.bocachicarestaurant.com

Nelson Cheese & Deli

1562 Como Avenue
Saint Paul, Minnesota 55108
(651) 647-1288
www.nelsoncheese.net

Mintahoe Catering & Event

2117 West River Road
Minneapolis, MN 55411
(612) 676-8911
www.mintahoe.com

Bar Service

Events looking to serve alcohol must submit a request via alcohol approval form a minimum of two-months out from the event date.

Liquidmotion LLC

(612) 293-5247
www.4Liquidmotion.com

Key Convening Contacts

**John Zimmerman**

Events / Convening Manager
john.zimmerman@wilder.org

Nick Van Sickle

Convening Coordinator
nick.vansickle@wilder.org

Auditorium Requests

meet@wilder.org / convening@wilder.org
651-280-2402

Convening Space F.A.Q.

**Q: How much does it cost?**

A: Fees will vary, depending on the room. Refer to [Wilder Center Meeting Space Information](#) or inquire with convening by sending an email to meet@wilder.org.

Q: How many people can the Auditorium hold?

A: The capacity of each room does vary, depending on the desired room configuration. Refer to [Wilder Center Meeting Space Information](#) for detailed room capacities.

Q: Does Wilder allow outside groups to use Wilder Center meeting rooms?

A: Yes, some restrictions apply to allowable use. Please refer interested parties to Wilder's convening coordinator [Nick Van Sickle](#) or event manager [John Zimmerman](#).

Convening Space Definitions



Convening Spaces:

Wilder Center convening spaces are defined as the first floor auditorium, the 1st floor kitchen, the 1st floor dining room, the backyard, lobby, and the seven individual meeting rooms of the 2nd floor, and are available for use by both any Wilder program/department and outside organizations. Convening space attendees also have incidental access to additional first and second floor space as defined under the adjacent space policy. There is no convening access to the 3rd floor or 4th floor of Wilder Center. All other meeting space on first through fourth floors not otherwise noted as convening space or adjacent space shall be for the sole use of Wilder staff only.

The Rondo dining room and kitchen are reserved for Wilder staff dining and program dining from 11:00a.m. to 1:00p.m. The dining room and kitchen cannot be reserved as part of the convening space during that time period. The backyard is open to all Wilder staff, clients, and visitors for access to and from the parking ramp and is not for the exclusive use of the convening party.

Adjacent Spaces:

Wilder Center's publicly accessible adjacent spaces include the hallway running the length of the Wilder Center auditorium, the 1st floor men's and women's restrooms, vending machines, and all ingress and egress doors and hallways to reach the auditorium at the first floor level. Accessible areas on the second floor are the elevators, 2nd floor rest rooms from 7:30 a.m. to 8:30 p.m., main central staircase from first to second floors, and the hallway between the meeting rooms.

The first floor huddle room (#1) at the east end of the lobby is available for use but shall not be reserved.

Ancillary Spaces:

The first floor of Wilder Center offers 3 distinct ancillary spaces available for rental, often used in conjunction with our Wilder Center Auditorium. These spaces are: The Rondo kitchen (\$75/hour), the Wilder Center lobby (\$90/hour standard, \$110/hour for space reconfiguration), and the Wilder Center backyard (\$220/hr).

As Amherst H. Wilder Foundation does not charge for incidental use of its ancillary spaces, the necessity of booking(s) for any given event is determined by the following criteria:

Dedicated Use:	* Incidental Use:
1. Where dedicated use of the ancillary event space is required (ie. a ticketed event, or one in which <u>alcohol is being served</u>).	1. Where Wilder staffers, guests, and other convening parties can freely move through and utilize the ancillary event space.
2. Where reconfiguration of the ancillary event space(s) is required (via furniture, décor, A/V equipment, or catering needs).	2. Where the ancillary event space remains in its standard configuration (registration tables, and up to 4 vendor tables are an exception).
3. Where capacity limits of the main convening space would be otherwise exceeded without the use of an ancillary event space.	3. Where the main booked space can fully accommodate event attendance, without the use of additional ancillary areas.
4. Where expected usage of the ancillary event space would negatively impact the function of other scheduled events, or of Wilder Center's use as a public meeting space.	4. Where usage of the ancillary event space is not disruptive to other Wilder Center programming or events.

** In order to be considered as incidental use (no-charge), all four criteria must be fulfilled.*