

Pillsbury United Communities

Unity House – Center for Community & Economic Development

2507 Fremont Avenue North, Minneapolis, MN 55411

Business Telephone: (612) 529-9267

Pre-Recorded: (612) 302-8570

Fax: (612) 529-4743

Meeting Room Rental (hourly rates)

Small to medium sized Meeting Rooms can accommodate 15- 40 individuals and can be rented at a rate of \$25.00/hr for Non Residents and \$20.00/hr for Residents. Some rooms may not be available depending on the time of day.

Community Room Rental

1,757 sq. ft. community room accommodates 75 - 100 individuals. Rental prices for this space are listed below.

For more specific information or to make a rental request, please call Pillsbury United Communities - Unity House Building Operations Coordinator at (612) 302-8570 ext. 3002. The Community Room **NOTICE:** The Building Operations Coordinator works Monday - Friday from 8:00 a.m. – 4:30 p.m., please leave a number where you can be reached during these hours.

OPTIONAL RENTAL HOURS:

Room Rental Request Form (PDF File) - print form and send by fax, mail, or drop off in person at PUC - Unity House.

MONDAY-THURSDAY - 7:00 a.m. to 10:00 p.m.

FRIDAY 8:00 a.m. to 5:00 p.m.

FEES - Private Function - Full Day Rental

	Non Resident	Resident
Monday - Thursday	\$300.00	\$250.00
Friday	\$450.00	\$550.00

FEES - Business Function - Full Day Rental

	Non Resident	Resident
Monday - Thursday	\$300.00	\$250.00
Friday	\$550.00	\$650.00

Kitchen Rental

392 sq. ft. commercial kitchen equipped with Vulcan 6 burner stove, 3-tiered oven, Vulcan Cardinal refrigerator, Maytag dishwasher, 3 basin stainless-steel sink. Base rate \$150.00 (may increase depending upon need).

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RENTAL REQUEST FORM

Contact Name: _____

Telephone: _____

Organization/Company: _____

Alternate Phone: _____

Address: _____

Fax: _____

City, Zip: _____

Email: _____

Activity/Event (meeting, party): _____

Details about the event: _____

Alternate Contact Person: _____ Telephone: _____

Event Date(s): _____ Time(s): _____ # Attending: _____

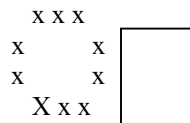
Set up: (check one) If you have a special set up need, please attach a diagram and any additional information regarding the set up to help us ensure proper set up prior to the event. Please specify the number of chairs needed.

☐ Class Room Set Up



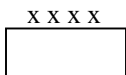
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☐ Conference Style (tables in an open square)



☐ Theatre style with head table for _____

☐ Theatre style – head table not needed



xxxxxxx xxxxxxx
xxxxxxx xxxxxxx

xxxxxx xxxxxx
xxxxxx xxxxxx (Please specify number of chairs)
xxxxxx xxxxxx

Special set up requests: (Be specific regarding any additional equipment needs you may have)

- | | | |
|--|--|--|
| ☐ Overhead Project \$15 | ☐ Easel - no paper \$5 | ☐ Executone Conference Phone \$20 |
| ☐ TV/VCR \$20 | ☐ Microphone/Amplifier \$30 | ☐ LCD Projector \$45 |
| ☐ Flip Chart \$7 | ☐ Video/Cam Corder \$45 | ☐ Dry Erase Markers \$5 |

Confirmation: Notify me about the room request by: _____ Fax _____ Mail _____ Phone _____

Return to: Pillsbury United Communities - Unity House
ATTN: Building Operations Coordinator
2507 Fremont Avenue North
Minneapolis, MN 55411

Or fax to: (612) 529-4743

Signature of Requester: _____ Date: _____