Scheduling of the Meeting Rooms

Meeting Room Calendar may be found on the county website (http://co.hubbard.mn.us) for verification of availability.

Public rooms may be utilized by non-profit organizations only and be reserved on a first come, first served basis by contacting Taxpayer Services (218) 732-4348. No groups may hold meetings on Friday evenings, holidays or weekends when county staff is not available. Any equipment required must be provided by the group or scheduled ahead of time with the appropriate county department.

Note: Hubbard County reserves the right to cancel a reservation at any time due to County Board authorized groups needing the room.

The following meeting rooms are available for the **public** with adult supervision (18 years of age or older) to be provided at all times. (Maximum Occupancy (MO) is noted in parenthesis) Scheduling for non-county purposes cannot be made more than 60 days in advance.

Enter Courthouse South Entrance: (location address - 301 Court Avenue, Park Rapids, MN 56470)

- **Room 149** (MO – 12) First Floor Courthouse Conference Room

Enter Law Enforcement Center, southeast entrance: (location address – 205 Court Avenue, Park Rapids, MN 56470)

- **Room B-109 (MO – 50) Law Enforcement Center (LEC) basement meeting room.** A projection screen is available. Todd Township has priority use of this room.

Rooms must be returned to original condition (ex. tables and chairs in proper order, waste in proper containers). The county will not provide refreshments, coffee or paper products. Any damage done or cleaning needed by county maintenance staff will be charged back to the group. No group may tape or staple items to the walls or other areas. All evening meetings must conclude by 9:00 PM.

The following meeting rooms are available for day time utilization by county staff, contact Information & Taxpayer Services (218) 732-4348.

- **Room 149** (MO – 12) First Floor Courthouse, Conference Room (Room 149 is reserved for Drivers License testing on the 2nd & 4th Friday - 8:00 a.m. to 4:30 p.m.)
- **Room 301** (MO – 12) Third Floor Courthouse, South Conference Room (Room 301 may be utilized by Regional Economic Development Commission)
- **Room 306** (MO – 8) Third Floor Courthouse, Coordinator's Conference Room
- **Room B-109** (MO – 50) LEC basement meeting room. A projection screen is available. (Todd Township has priority use of this room.)
- **Room 324** (MO – 80) Third Floor Courthouse, Board Room
  Room 324 may be used by county staff when not in use by the Board. Tables are available for meetings of approximately 15 people. The Board reserves first right of access. Use of the room by non-profit organizations may be authorized during the day but only if the technology is needed and cannot be provided in the public meeting rooms. Evening meetings may be scheduled only if the event will be attended by a county employee.

The following meeting rooms are also available for day time utilization by county staff, see respective contact information.

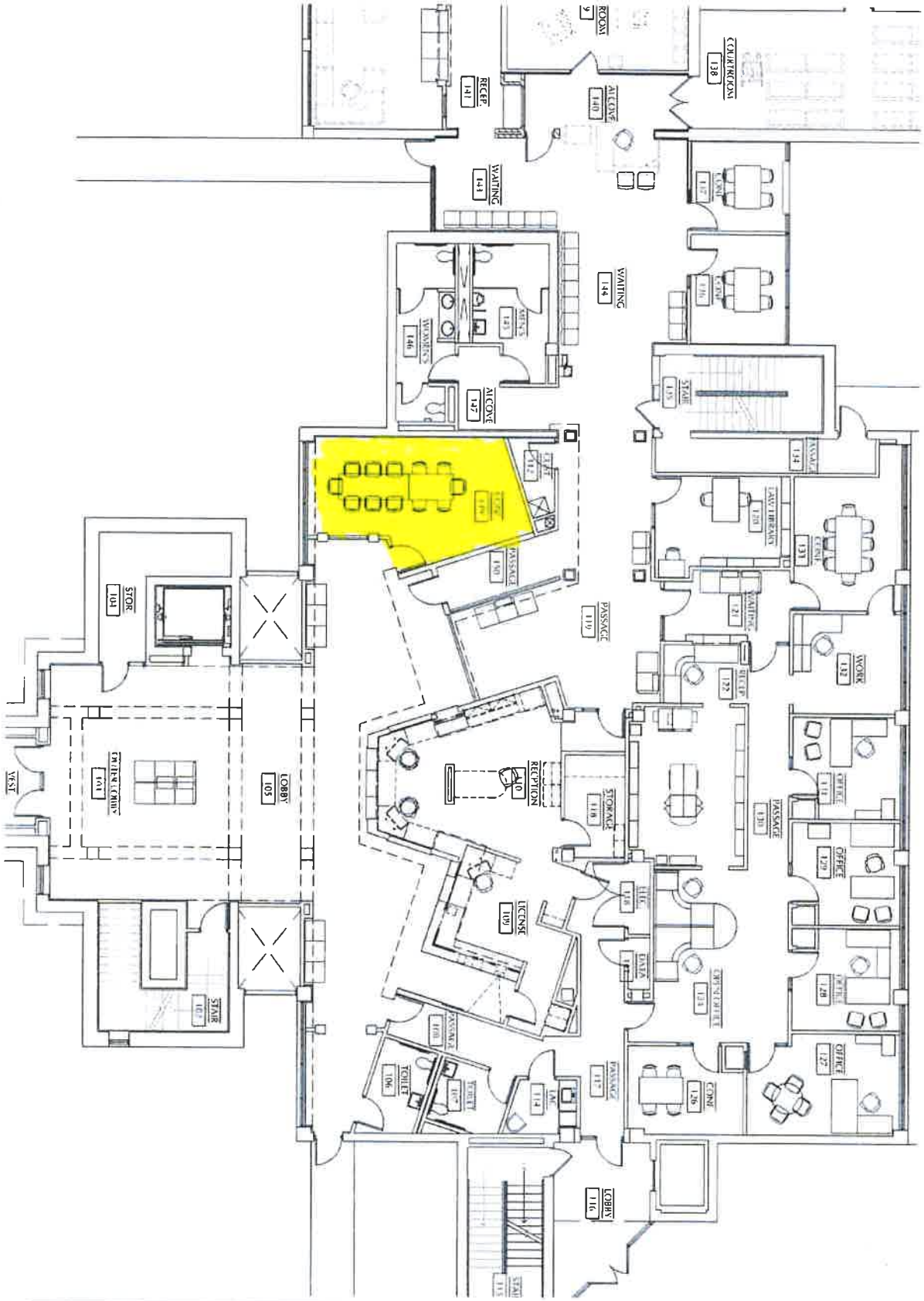
- Public Works Conference Room (MO - 15) contact 732-3302 for scheduling.
- Extension Office Conference Room (MO - 25) contact 732-3391 for scheduling.

Contact the Assessor (2266); Environmental Services Officer (2356) or Recorder (2237) for scheduling of the courthouse, second floor conference rooms.

- **Room 204** (MO – 10) Second Floor Courthouse, East conference Room
- **Room 226** (MO – 6) Second Floor Courthouse, West conference Room

Utilization of ITV equipment will be limited to county related departmental needs. Special requests can be made directly to the

Board Chair by contacting the Coordinator's Office for consideration.



HUBBARD COUNTY COURTHOUSE

FIRST FLOOR FURNITURE PLAN

1201.02

12 JUNE 2015

F1

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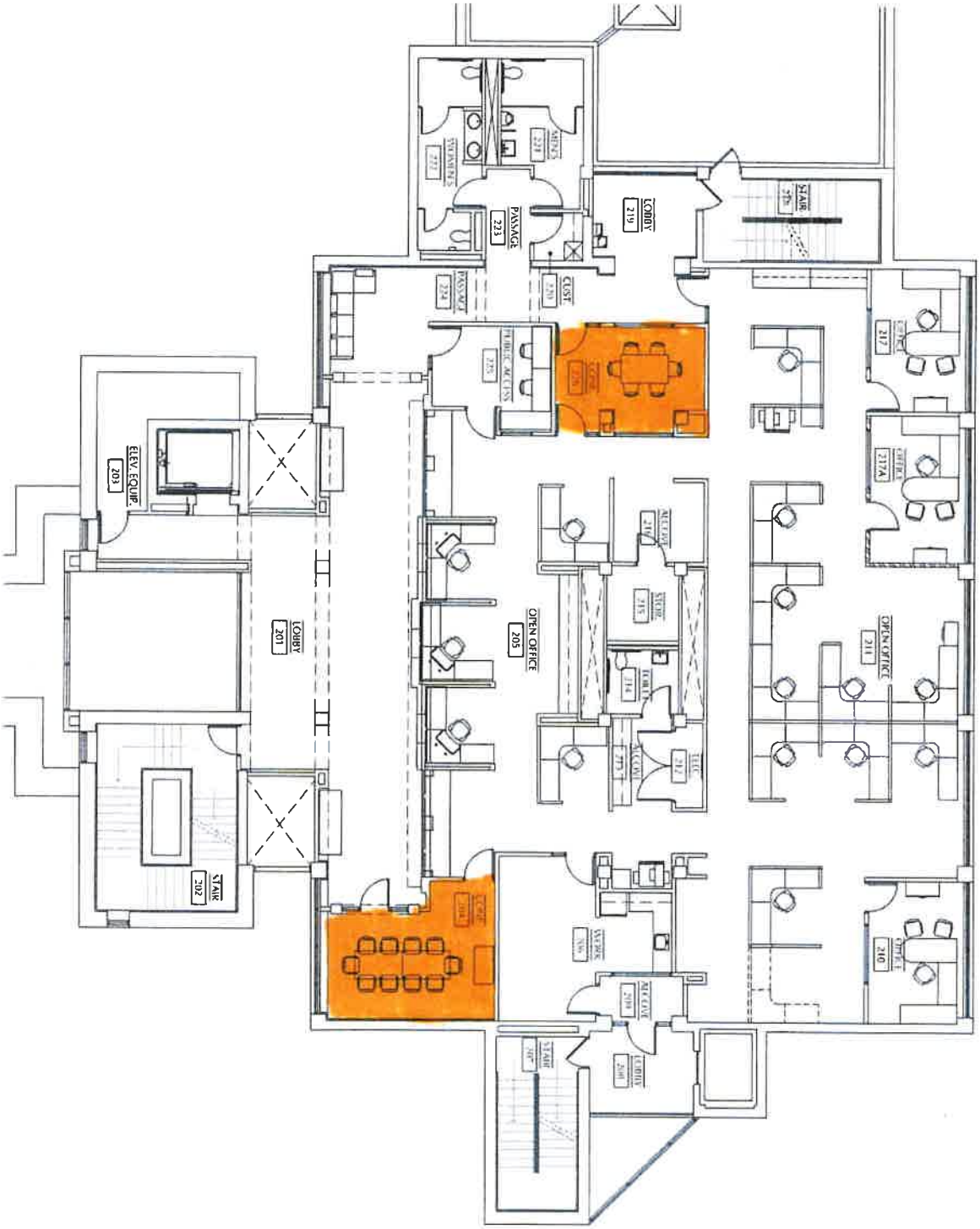


Project
HUBBARD COUNTY COURTHOUSE

Sheet Name
SECOND FLOOR FURNITURE PLAN

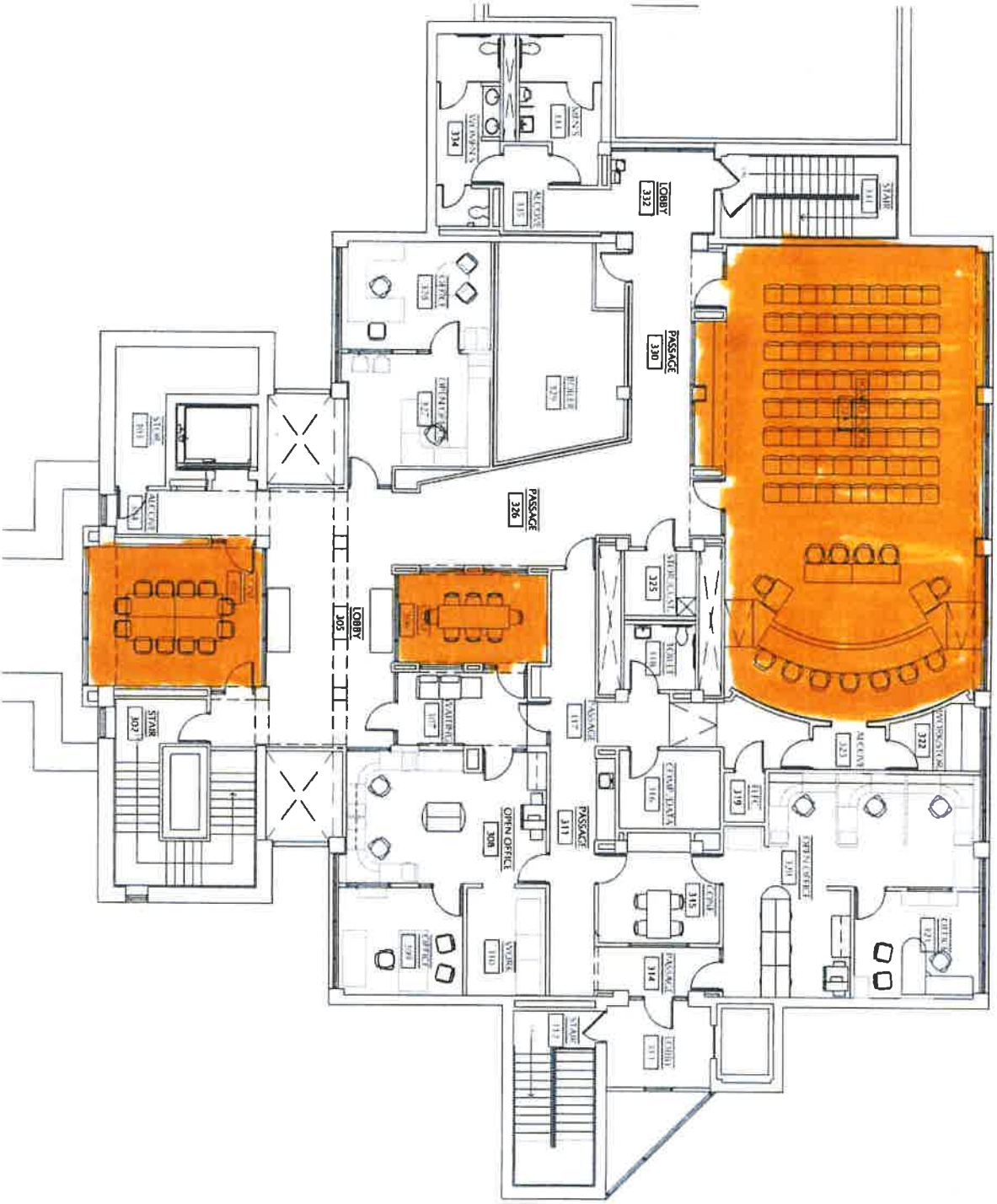
Commission Number
1201.02

Date
12 JUNE 2015

Revision

Sheet #
F2

VETTER JOHNSON Architects 1245 Cottonwood Ln N Minneapolis, MN 55411



Project
HUBBARD COUNTY COURTHOUSE

THIRD FLOOR FURNITURE PLAN

1201.02 12 JUNE 2015

Revision

Sheet #
F3

VETTER JOHNSON Architects 4245 Cedarwood Ln N Minneapolis, MN 55441

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