

LANDMARK CENTER TENANT GUIDE



Please contact Kaitlin with any questions:
admin@landmarkcenter.org | 651-292-4375

Minnesota Landmarks | Office 404

BUILDING HOURS



PUBLIC BUILDING HOURS:

Monday - Friday: 8am - 5pm
Saturday: 10am - 5pm
Sunday: 12pm - 5pm

TENANT BUILDING HOURS:

Monday - Friday: 7am - 9pm
Saturday: 10am - 5pm
Sunday: 12pm - 5pm

***If there is a scheduled Landmark Center evening event, tenants may stay in their offices later than 5pm but you must check in with the Security Guard, letting them know you are still in the building.**

***If a scheduled Landmark Center evening event has building exclusivity, tenants must be out of the building by 5pm.**

security@landmarkcenter.org | 651-292-3225 x0

Note: Tenants may use the loading dock doors to enter the building outside of public building hours.

BUILDING RENTALS

LANDMARK CENTER BUILDING EVENTS DEPARTMENT | OFFICE 407

Director of Events, Hilari Baatz: hilari@landmarkcenter.org | 651-292-3293

Event Associate, Grace Anderson: grace@landmarkcenter.org | 651-292-3228

The Courtrooms, Auditorium, and Cortile are available to Landmark Center Tenants to rent at a reduced rate. Please contact the Events Department with inquiries to rent any of these spaces. **A two weeks' notice is required.** If a notice is not provided, we may not be able to accommodate your event.

CURRENT TENANT RATES:

As of October 2024 (subject to change)

Courtroom (daily): \$50

Cortile (weekday): \$500

Cortile (weekend): \$1,000

**Must receive approval from Events Dept.*

Auditorium (no tech): \$35/hour

**For auditorium rentals: If access to the sound booth is required for your event, you must hire a MN Landmarks-approved technician. See Events Department for more information.*

Cortile



Courtroom 408



Courtroom 317



Auditorium



**Courtroom 408 is free for tenants to use but you must check in with the events office to reserve the space.*

EVENTS OR MEETINGS IN YOUR OFFICE SPACE OCCURRING OUTSIDE OF PUBLIC BUILDING HOURS:

You MUST inform the Events Department about any events that occur in your space and take place outside of public building hours.

- Please send an email to calendar@landmarkcenter.org to notify us about your event.
- If you do NOT see your event on the weekly activity calendar or daily event schedule in the elevators, it means Minnesota Landmarks is unaware of your event and you should contact the Events Department immediately.



BUILDING RENTALS

BUILDING EXCLUSIVITY:

Since Landmark Center is a multi-functional building that Minnesota Landmarks needs to manage and control, we reserve the right to not allow a private office event within the building if it is determined that the event would excessively conflict with other booked activities throughout the building.

- Please note that building exclusivity is often contracted by a rental client, and private events in your offices/work spaces (outside of regular tenant hours as noted above) are not allowed.
 - **Building exclusivity events are noted on the activity calendar sent out two weeks in advance. Please contact the Events Department to check any dates**
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WHEN RENTING LANDMARKS' EVENT EQUIPMENT:

Please remember that the equipment located in our sub-basement maintenance area is for Minnesota Landmarks maintenance staff use only. For liability and other reasons, tenants are not allowed to get equipment themselves. If you need equipment for events in your office space, you need to coordinate those needs with the Landmarks' Events Department.

- For events in your office spaces, the current equipment fee is \$25 (per event) which includes tables, chairs, and any other equipment items supplied by Minnesota Landmarks.
- **Tenants are also responsible for submitting set-up information to the Events Department for all meetings and events at least a week in advance.**

ALCOHOLIC BEVERAGE SERVICE AT YOUR EVENTS:

Minnesota Landmarks holds the liquor license and, therefore, the liability for any alcohol served within the building. Minnesota Landmarks can provide beverage service for your event (there will be a set-up fee and a bar minimum to do so) or may grant you permission to contract those services through a licensed caterer. Our staff would then work with you to ensure the necessary documents and policies are followed for service in the building.

MAINTENANCE

If you need immediate assistance, please contact
Building Superintendent Matt Scoggins | 651-292-3224

SUBMITTING A MAINTENANCE REQUEST:

Please use the link below to submit a maintenance request. If your request has not been addressed after 1 week of submitting, please contact Kaitlin at admin@landmarkcenter.org.
[Maintenance Request Form](#)

LOADING DOCK PROCEDURES:

If you need to move equipment or supplies, you may use the striped area in the loading dock to load/unload for a 20-minute time period. Tenants may not park in any of the building parking spots long-term unless you discuss the need in advance with Minnesota Landmarks staff and receive permission (Kaitlin, Matt or Amy).

- For office moves and disposal of large items such as desks and other office equipment, tenants must schedule time on the dock in advance (no less than 3 days) with Minnesota Landmarks.
- If the day requested is a busy delivery day for the building, Minnesota Landmarks will request the tenant pick another date (Note: Fridays and Saturdays are typically the busiest days in the building).

OTHER MAINTENANCE-RELATED REMINDERS:

- Please return all carts to the dock when you finish using them.
- Please do not place anything in front of your air units in the office. They will drip with condensation and maintenance needs to be able to access them.
- Electrical closets in office spaces must remain clean and free of any material (to allow the units to be serviced).
- If you open the windows in your office, please remember to close them at the end of the day.
- Report any light bulbs that are out to Kaitlin (admin@landmarkcenter.org)
- If you find someone in a restroom who “shouldn’t be there” (ie, doing shady things in the stalls or space), do not confront them. Please call the Maintenance Dept. (651-292-3224) and see Emergencies/Safety Procedures Manual for more details.



ADDITIONAL COMMENTS



Thank you!

TENANT RENT:

If you would like to receive monthly rent statements or have questions on your rent payments, please let Kaitlin know.

BUILDING FIBER CONNECTION:

All tenants are welcome to join the building fiber connection, please inquire with Kaitlin (there is an added cost).

TENANT DIRECTORY:

A tenant directory is sent out in the Spring and Fall, please send any necessary staff updates to Kaitlin.

LANDMARK
C E N T E R

www.landmarkcenter.org

FREQUENTLY ASKED QUESTIONS

How do I use the freight elevator?

The freight elevator is typically available for use throughout the week. For security reasons, the freight elevator is locked on the 5th and 6th floors. If you need to access the freight on these floors, please contact maintenance for assistance 651-292-3224.

How do I request more keys?

Tenants can request additional keys for their offices. Each additional key costs \$20. It may take some time to receive additional keys from the locksmith unless we have additional keys on site.

I have a package being delivered but I won't be in my office to receive it.

Tenants may place signs on their office doors directing delivery services to delivery packages to the Minnesota Landmarks office (404). Please inform Kaitlin if you are expecting a package, we are not a delivery room.

Is additional storage available?

Tenants can rent storage space on the 6th floor, please inquire with Kaitlin.

Is the café going to open up?

We hope so! We are currently looking for a café vendor, please send Amy and Kaitlin any ideas you have.