

LANDMARK CENTER TENANT GUIDE

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Minnesota Landmarks | Office 404
admin@landmarkcenter.org | 651-292-4375

LANDMARK
C E N T E R



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

***Weekends: 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 (please see page 2 for more information on building exclusivity).**

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

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

MEETING & EVENT RENTALS

LANDMARK CENTER BUILDING EVENTS DEPARTMENT | OFFICE 407

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

MEETINGS & EVENTS IN YOUR SPACE:

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 EXCLUSIVITY:

Building exclusivity can be contracted by a rental client for weekend/weekday evening events. During building exclusivity, private events in your offices/work spaces outside of regular tenant hours (noted on page 1) are not allowed.

Minnesota Landmarks reserves 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. **Building exclusivity events are noted on the weekly activity calendars which are emailed to tenants two weeks in advance. Please contact the Events Department to check any dates.**

WHEN RENTING LANDMARKS' EVENT EQUIPMENT:

The equipment located in our sub-basement maintenance area is for Minnesota Landmarks maintenance staff use only. If you need equipment for an event in your office space, you must coordinate those needs with the Events Department.

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

MEETING & EVENT RENTALS

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.

Cortile



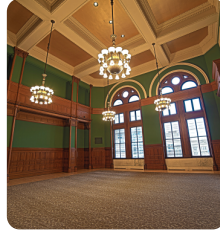
Courtroom 408



Courtroom 430



Courtroom 317



Courtroom 326



Auditorium



CURRENT TENANT RATES:

AS OF OCTOBER 2024 (SUBJECT TO CHANGE)

MUST RECEIVE APPROVAL FROM THE EVENTS DEPARTMENT (OFFICE 407).

Courtroom (daily):	\$50
Cortile (weekday):	\$500
Cortile (weekend):	\$1,000
Auditorium:	\$35/hour*

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

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

ALCOHOLIC BEVERAGES SERVICE AT YOUR EVENTS:

Minnesota Landmarks holds the liquor license and liability for any alcohol served within the building. Minnesota Landmarks Beverage Service can be contracted to provide this service for your event (there will be a set-up fee and a bar minimum).

BUILDING MAINTENANCE

Building Superintendent Steven Dirckx

651-292-3224 | sdirckx@landmarkcenter.org

MAINTENANCE REQUESTS:

Use the link below to submit a maintenance request. If your request has not been addressed after 1 week of submitting, contact admin@landmarkcenter.org.

[Maintenance Request Form](#)

OTHER MAINTENANCE-RELATED REMINDERS:

- Please return all carts to the dock area 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 (safes) in office spaces must remain clean and free of any material (to allow the units to be serviced).
 - Report any light bulbs that are out through the maintenance request form.
 - 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 review the Critical Incidents & Emergency Procedures Manual for further information.
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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.**

- 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.

**Note: Fridays and Saturdays are typically the busiest days in the building.*

TENANT FAQ'S

HOW DO I PAY RENT?

Monthly rent checks should be made out to Minnesota Landmarks and can be mailed or dropped off at 75 W 5th St., Suite 404, St. Paul, MN 55102.

If you would like to make rent payments by ACH or credit card*, you may make online payments using the link below:

<https://app.skylinepayments.com/paynow/landmarkcenter?type=ref&ref=HHMMDD>

*3% fee for credit card payments

If you have any questions about rent payments or your quarterly statements, please contact Lynn Chase at 651-292-3231 or lc Chase@landmarkcenter.org.

HOW DO I JOIN THE BUILDING FIBER CONNECTION?

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

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 disabled on the 5th and 6th floors. If you need the freight to access 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. You may request more keys through the Maintenance Request Form:

[Maintenance Request Form](#)

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 deliver packages to the Minnesota Landmarks main office (404). Please inform admin@landmarkcenter.org if you are expecting a package, we are not a delivery room.

HOW DO I RENT A COURTROOM OR OTHER SPACE IN THE BUILDING?

Please contact Director of Events Hilari Baatz: hilari@landmarkcenter.org or 651-292-3293.