



MONTGOMERY COUNTY INTERMEDIATE UNIT CONFERENCE CENTER

2 WEST LAFAYETTE STREET | NORRISTOWN, PA 19401 | (610) 755-9400  
[WWW.MCIU.ORG/CONFERENCE-CENTER](http://WWW.MCIU.ORG/CONFERENCE-CENTER)

# MONTGOMERY COUNTY INTERMEDIATE UNIT CONFERENCE CENTER

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Our Conference Center is the ideal venue for business meetings, training sessions, and conferences. Opened in February of 2015, our facility offers a wide variety of spaces that are conducive to professional learning. The Conference Center has the flexibility to accommodate presentations

for groups as large as 120, as well as collaborative small group sessions. If you are in need of a comfortable, creative, and productive learning environment, our Conference Center will fulfill your meeting and work space needs.

Centrally located in the heart of Montgomery County, the Conference Center is conveniently situated next to the SEPTA Norristown Transportation Center and has ample parking for all guests. Conference and meeting room space is available for meetings Monday through Friday between 8:00 AM and 4:00 PM. Requests for off-hours meetings are welcomed; however, may incur additional fees. Our Conference Center Facilitator is available to discuss any and all of your rental needs and will work with you to ensure a successful event!

We look forward to speaking with you.

Bukola Bedu

Program Administrator of Operations | [bbedu@mciu.org](mailto:bbedu@mciu.org) | 610-755-9461



Washington B Conference Room, 1st Floor

# HOW DO I RENT YOUR SPACE?

## 1. READ OUR FAQs

As a first step, read over our frequently asked questions in this document or on our website to determine if MCIU and our facility is a good fit for your needs. If you determine that we are a good fit for you and your organization, please send an email describing your needs or event to Bukola Bedu, Program Administrator of Operations, at [bbedu@mciu.org](mailto:bbedu@mciu.org). In your e-mail, please include the:

1. Date and time of your event
2. Estimated number of guests
3. Meeting format/room configuration
4. Potential A/V needs
5. Food & beverage needs, if any

## 2. REQUEST YOUR DATE

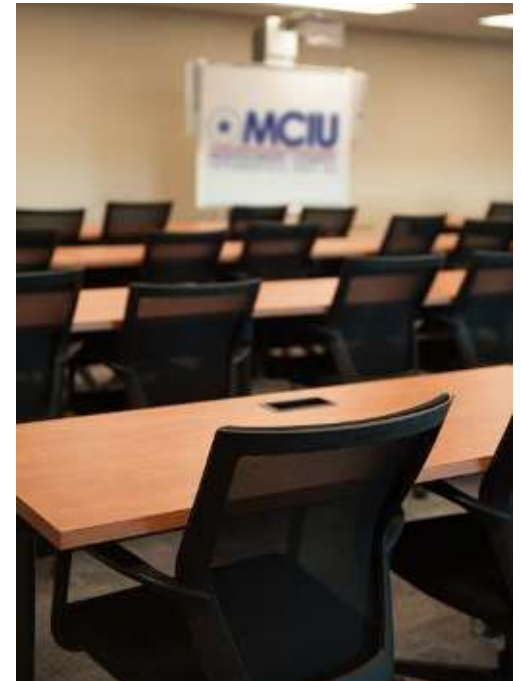
If your requested date is available, we will send you a Facilities Use Agreement. Submit your form via email, and we will review your application, and send you an email acknowledgment with information about any required documentation.

## 3. PLAN YOUR EVENT

After you have received a space confirmation, you may begin to advertise/market your event. Any catering or advanced A/V materials will have to be planned during a meeting with our Conference Center Facilitator.

## 4. SCHEDULE A TOUR

It is always a good idea to walk through our space and visualize how your meeting or event will be setup. By contacting our Conference Center Facilitator, a tour can be scheduled.



*"The MCIU is a state of the art facility with a staff that goes out of its way to ensure whatever your event is, those in attendance will have a pleasurable experience. This is hands down one of the best facilities in the area for hosting trainings or meetings of any size."*

Captain Rich Clowser  
Norristown Police

# FREQUENTLY ASKED QUESTIONS

## 1. WHAT IS THE GENERAL PROCESS FOR RENTING SPACE AT MCIU?

- Step 1 – Send an email describing the event, and the requested dates to Bukola Bedu, Program Administrator of Operations, [bbedu@mciu.org](mailto:bbedu@mciu.org).
- Step 2 – If the requested date is available you will receive a Facilities Use Agreement.
- Step 3 – Submit your completed Facilities Use Agreement, specifically pages 2&5. Please include event information, room configuration, and A/V needs at least two weeks in advance of the desired date.
- Step 4 – The Conference Center Facilitator will review the information, and confirm scheduling availability. You will receive an email acknowledgment with information about any additional documentation needed, and the fees associated with your event details.
- Step 5 - All properly completed applications are sent to the Director of Business Services for final approval of request and quoted pricing.
- Step 6 – After these steps are taken, the organization is notified of the approval/denial of the request. Reservation dates are only complete once a contract has been issued and countersigned by MCIU.

## 2. WHEN IS SPACE AVAILABLE FOR RENT?

Our Weekday hours of operation are 8:00 AM - 4:00 PM. Evening hours are considered between 4:30 - 9:00 PM. Weekend hours of operation are 8:00 AM - 4:00 PM on Saturday only.

## 3. WHAT DOES IT COST TO RENT SPACE?

Pricing is included in the Facilities Use Agreement on page 6. Fees are based on the type of organization interested in renting our space. We have half day and full day rates, and our evening and weekend prices are at a higher tier. Pricing is subject to change, please contact us for our most current rates. MCIU reserves the right to require a 10% non-refundable/non-transferable deposit to hold rooms for scheduled events.

## 4. WHAT ARE MY OPTIONS FOR ROOM CONFIGURATION AND CAPACITY?

Our large conference rooms can be set up in a classroom, square, U-shape, small groups or theater-style. Please see the configuration chart on page 8 for more information. Smaller rooms are available upon request.

## 5. WHAT DOCUMENTATION IS REQUIRED TO RENT SPACE?

An insurance policy of \$100,000/\$300,000 Public Liability and \$25,000 Property Damage is required. A Certificate of Insurance from the insurance company in the name of the organization is to be filed with the MCIU prior to the issuance of approval for Use of Facilities.

## 6. AM I REQUIRED TO DO A TOUR OF THE SPACE?

Renters who are not familiar with the new MCIU conference center space are encouraged to schedule a tour. Tours must be scheduled in advance. If interested in a tour, please e-mail [bbedu@mciu.org](mailto:bbedu@mciu.org) to arrange a date and time.

## 7. CAN I SERVE FOOD AND/OR DRINKS AT MY EVENT?

Yes, food and drinks can be served. The third floor has a limited capacity to provide additional heating for food, but all of our suggested caterers are capable of providing an assortment of choices from boxed lunches to hot, plated meals. Groups should arrange for services directly with a caterer of their choice. However, it is always best to share this information with the Conference Center Facilitator to ensure that the vendor arrives on time and that an MCIU representative is ready to greet them and instruct them on where to go. Coffee and tea stations are included in every rental fee, if requested.

# FREQUENTLY ASKED QUESTIONS (CONTINUED)

## 8. CAN I SERVE ALCOHOL?

As we are an educational institution, no alcohol or tobacco products can be used on our premises.

## 9. WHAT KIND OF AUDIO/VISUAL EQUIPMENT DO YOU OFFER?

Our rooms offer an array of state-of-the-art technological capabilities:

- Projection screens capable of simultaneous or independent projection
- LCD Hi-Definition projectors in all conference rooms
- Multiple microphone options
- Audio conferencing
- Video conferencing
- Interactive SmartBoards
- Mac and PC compatibility
- Surround sound
- Wireless internet access

Technology support is available for an additional rental fee. If your event requires use of several of the capabilities simultaneously, or if you will need to switch from one to another during the course of your event, a fee will be assessed to have an A/V technician on-site throughout the entirety of your event.

## 10. ARE THERE ON-SITE RULES OR REQUIREMENTS I SHOULD BE AWARE OF?

Our Building Use Regulations are stipulated on pages 3&4 of the Facilities Use Agreement which is required for booking.

## 11. WHEN IS MY RESERVATION FINAL?

Generally speaking, the space is available on a first-come, first-served basis. Dates will be tentatively held once you receive an email acknowledgment that you have submitted a completed Facilities Use Agreement. The dates will be held assuming all additional required documentation is received within one week of the e-mail acknowledgment. Reservations are final once a contract has been issued and countersigned by MCIU.

## 12. IS THERE RESERVED PARKING AVAILABLE FOR MY EVENT?

Our roughly 300+ parking spots are first come, first served, with the exception of the handicapped, parent, and two hour visitor spots which are clearly marked.

To access the Montgomery County Intermediate Unit (MCIU) parking lot, please enter the lot at the intersection of Lafayette Street and Barbadoes Street. You will see a white security booth with two lanes entering the parking lot. Visitors must gain access through the left hand side lift gate. Please identify yourself to the security guard in the booth to provide the nature of your visit. To exit the MCIU parking lot, you will use the two lane exit towards the middle of our parking lot. The gates will lift automatically when it senses a car is approaching. One car may exit at a time.

## 13. WHAT IF I NEED TO CANCEL MY EVENT?

There will be a cancellation fee (50% of quoted booking rate) for any cancellations received with less than ten business days' notice.

# CAPACITY PER CONFIGURATION



	CLASSROOM	PODS	SQUARE	THEATER	U-SHAPE
Washington A	N/A	N/A	N/A	N/A	34
Washington B	40	36	24	40	24
Valley Forge A	32	32	28	50	20
Valley Forge B	50	48	36	75	26
Valley Forge C	32	32	28	50	20
DeKalb	28	28	28	28	24
Hamilton	20	20	20	N/A	16
Franklin Lab	28	N/A	N/A	N/A	N/A
Germantown	24	24	24	24	24
Schuylkill	50	50	36	50	30
Lafayette	N/A	N/A	N/A	N/A	22

	Location	Approx. Square Footage	Caterer Room Available	Technology Features
Washington A	1st Floor	1400	NO	Air Media, AppleTV , Integrated Projection System, Phone, Podium PC, Polycom Video Conferencing, Projector, Screen, Sound, Wireless Hand-Held Microphone or Lapel Microphone
Washington B	1st Floor	1100	NO	Air Media, Apple TV, Display Monitor, Integrated Projection Sytem, Phone, Podium PC, Polycom Video Conferencing, Projector, Screen, Sound, Wireless Hand-Held Microphone or Lapel Microphone
Valley Forge A	1st Floor	700	YES	Air Media, Integrated Projection System, Permanent Lapel Microphone, Phone, Podium PC, Polycom Video Conferencing, Projector, Screen, Sound
Valley Forge B	1st Floor	900	YES	Air Media, [2] Display Monitors, Integrated Projection System, Permanent Lapel Microphone, Phone, Podium PC, Polycom Video Conferencing, Projector, Screen, Sound
Valley Forge C	1st Floor	800	YES	Air Media, Integrated Projection System, Permanent Lapel Microphone, Phone, Podium PC, Polycom Video Conferencing, Projector, Screen, Sound
DeKalb	2nd Floor	900	NO	Phone, Podium PC, Polycom Video Conferencing, Projector, Screen, Sound
Hamilton	3rd Floor	600	NO	AppleTV, Presenter laptop + Cords/Remotes, Polycom Video Conferencing, Projector, Screen
Franklin Lab	3rd Floor	700	NO	23 Desktop Computers (Ability to Add Laptop Computers), Projector, Smartboard
Germantown	3rd Floor	800	NO	AppleTV, Podium PC, Portable Speakers, Polycom Video Conferencing, Projector, Screen
Schuylkill	4th Floor	1600	NO	AppleTV, Lapel Microphone, Podium PC, Polycom Video Conferencing, Projector, Screen, Sound
Lafayette	5th Floor	800	NO	AppleTV, Podium PC, Projector, Screen, Sound



*"The MCIU is a fantastic place to hold a meeting or gathering of any type! MCIU provides hands on exemplary service that makes the whole process easy and stress free. The facility is comfortable, has rooms of varying size, modern, reliable technology and ample parking. We have been back many times and will definitely be booking our next event at the MCIU! "*

*Lisa Feldman  
Director of Program Development  
PA Behavioral Health and Housing Division  
Resources for Human Development*

For more information, please contact:  
Bukola Bedu  
Program Administrator of Operations  
610-755-9461  
bbedu@mciu.org

