



NORTHLAND CENTER

CONFERENCE ROOM POLICIES

- Tenants are allotted 30 hours per month for room reservations.
- Tenants are only able to reserve the room 90 days in advance.
- We realize that everyone's time is valuable. Please be mindful when scheduling the room to allow time if you think your meeting will run longer or you'll need time to tear down.
- Once your reservation has been confirmed our staff will not be able to make changes to set up. It will be the tenant's responsibility if additional items need to be made.
- As a courteous to other tenants, please cancel your conference room reservation at least 24 hours in advance.
- Having issues with the AV? Please contact our 24-hours service line at 952-831-1001 or msp.service@cushwake.com. They will dispatch someone to help you get connected.