

Room Rentals

Are you in need of a meeting or training space? Gryphon Place's Administrative & Training Center offers four unique room options tailored to accommodate your diverse meeting needs. Newly renovated in 2024, all spaces feature the latest technology with a collaboration-enhancing modern aesthetic.

This beautiful space features two small rooms for meetings or more private needs, and two larger spaces that can accommodate anything from trainings to conferences. All spaces have access to restrooms, including a gender-neutral option.

Please use this Room Rental guide to decide which room(s) best suit your needs. For more information, a tour of the facility, or to check availability, please contact:

Casey Zeiler
czeiler@gryphon.org

Our downtown C.O.R.R.E Center now offers one board room for rent.



Meeting Spaces

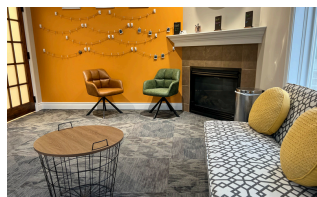
Board Room

The Board Room is ideal for small meetings and can accommodate virtual attendees. There are 2 large tables that can be set-up to replicate a board room, or adjusted to break off into 2 groups.

Maximum Seating: 12 persons

**Audiovisual: Vibe smartboard,
Owl camera**

Other: whiteboard



Collaborative Room

The Collaborative Room is the perfect space for brainstorming and creative sessions. It provides a relaxed, noncorporate environment and interactive equipment.

Maximum Seating: 10 persons

**Audiovisual: Vibe smartboard,
Owl camera**

**Other: whiteboard, outdoor patio
space**

Training Spaces

Green Room

The Green Room is an ideal space for trainings and conferences. The tables can easily allow for breakout groups, larger groups, or individual tables. Plus, the "Google" steps are excellent feature for collaboration and/or team building activities.

Maximum Seating: 32 persons
Audiovisual: TV, Vibe smartboard
Other: outdoor patio space, "Google" steps



Orange Room

The Orange Room is the perfect space for trainings and conferences featuring a convenient kitchenette for snacks or meals throughout your stay.

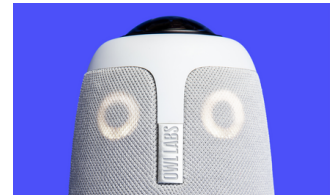
Maximum Seating: 30 persons
Audiovisual: TV, Vibe smartboard
Other: private entrance/exit, kitchenette

Audiovisuals

Owl Labs

Create an immersive hybrid meeting experience with the intelligent 360° conference camera, mic, and speaker.

- Panoramic 360-degree camera renders a 10 ft radius of the room in 1080p
- Follows the active presenter
- Integrates with Zoom, Google Meet, Microsoft Teams, and more
- Connects to Vibe Smartboard



Vibe Smartboard

This smartboard allows you to meet and co-create with video conferencing plus touchscreen whiteboard technology that enhances hands-on collaboration.

- Provides an endless canvas for notes and creativity
- Illustrate great ideas with a freehand stylus
- Annotate on images, PDFs, and third-party apps
- Integrates with Zoom, Google Meet, Microsoft Teams, and more

Rental Pricing

Partnered Organizations

All rooms are free of charge for nonprofit partners of Gryphon Place. Please contact Casey and include your Gryphon Place program connection to begin the rental process.

Non-Partnered Organizations

Nonprofits

\$75 half-day per room (>4 hours)

\$150 full-day per room (8 hours)

For-Profit Businesses

\$150 half-day per room (>4 hours)

\$250 full-day per room (8 hours)

All deposits are due at the time of booking.

All organizations are subject to a \$75 cleaning fee if the rooms are not left in the same cleanliness condition as they were found in. We ask for a credit card on file but will not charge any fees without prior notice.

Rental Hours

Room rentals are available Monday through Friday during business hours from 9:00 AM - 3:00 PM. After hours are also available from 3:00 PM - 7:00 PM. Weekend hours are not available.

Multiple rooms can be rented at a time. Subject to availability.

For more information, a tour of the facility, or to check availability, please contact:

Casey Zeiler
czeiler@gryphon.org

C.O.R.R.E. Center Meeting Space

C.O.R.R.E. Board Room

C.O.R.R.E. Board Room is perfect for smaller meetings. This room is located in our C.O.R.R.E. Center, downtown Kalamazoo.

505 S Park Street
Kalamazoo, MI 49007

Maximum Seating: 10 persons

Audiovisual: TV Monitor

Other: Whiteboard



For more information regarding the C.O.R.R.E. building, a tour of the facility, or to check availability, please contact:

Sue Tomaszewski
stomaszewski@gryphon.org

Reservation Guidelines

- Set-up and breakdown for the event, including decorations and scheduling of deliveries, must be approved in advance with the events team.
- Gryphon Place is not responsible for any items left on the premises.
- The events team does not perform the duties of a professional event planner or wedding director. The events team is present to assist in the functions' logistics, protect the facility, and act as a liaison between the client's vendors and Gryphon Place staff.
- The use of Gryphon Place's logo in any publicity must be approved by Gryphon Place.
- The client is not to promote their event as a Gryphon Place-sponsored event.
- Tables and chairs are included in the room rental.
- Helium balloons, loose glitter, bubbles, open flame, or sparklers are not allowed. Cleaning fees will apply if any of these items are brought onto the premises.
- Natural disasters that cause any failure of performance shall not be the responsibility of either party, and in such case, Gryphon Place will make every effort to reschedule the event. If the event cannot be rescheduled, Gryphon Place will refund the reservation amount minus the nonrefundable deposit.
- Smoking and vaping are not permitted on the premises.
- Alcohol is not permitted on the premises.
- Weapons are not permitted on the premises.
- Food and beverages are permitted in all pre-approved areas only and may not be removed from the premises.
- All deliveries/pickups must not interfere with the daily operations of Gryphon Place and must be scheduled. Gryphon Place does not provide storage space.
- The client is responsible for cleaning up after the event. If the client fails to do so, their refundable cleaning deposit is forfeited.
- All deposits are due at the time of booking.

Before You Leave Check List

- Dispose of any trash left, any extra items that do not fit in the trash can, they must be taken to the dumpster in the parking lot.
- All dishes used must be put in the dishwasher or handwashed and put on the drying rack.
- Any leftover food must be taken with you or disposed of.
- Turn off all technology and appliances used.
- All lights must be shut off.
- Outside doors must be shut.
- Return the Owl if taken.

FAQ

What is a partnered organization?

- A partnered organization is a non-profit that works directly with us on a regular basis.

Who is my Gryphon Place contact?

- If you are a partnered organization, you will have a staff member that you work with on a regular basis. This person is your GP contact. If you are not a partnered organization, then you do not have a GP contact and may leave this section blank.

Do I have to give my credit card number if I do not have to pay for the room?

- ALL organizations and companies, regardless of a room charge or not, need to have a current card on file for booking. Everyone is subject to the cleaning fee if the rooms are not left in the same clean condition that you entered in. Please refer to the reservation guidelines and before you leave check list. These will be posted in the room as well.

Will I be notified before the card is charged?

- Yes, you will always be notified before we charge a card for the room reservation fee or for a cleaning fee if applicable.

Will you set up the room for us?

- No, the set up for the room will be the responsibility of the booking organization/company unless otherwise discussed.