

MICEC USE OF SPACE INFORMATION SHEET

Thank you for choosing the Manitoba Indigenous Cultural Education Centre Inc. (MICEC) for your meeting or event. MICEC is a non-profit educational organization that promotes awareness and understanding of Indigenous cultures.

AVAILABILITY, FEES & USE OF SPACE

- Our main space, boardroom and fully equipped kitchen are available for use Monday to Friday 8:30 AM-4:30 PM.
- There is no cost associated with using our space; however, donations are gladly accepted. A charitable tax receipt can be issued upon request.
- Please see our website www.micec.com for a virtual tour.
- MICEC can also be made available during evenings and weekends, though a fee will be associated with this rental. Special arrangements must be made with our staff.
- The main space can comfortably hold 30 individuals and the boardroom fits 12.
- We kindly ask for two weeks' notice when booking, so we can properly prepare.
- The following features are available to any organization upon request: LCD projector, project screen, laptop, TV, and conference calling.
- Coffee, tea, and water are available for all groups.
- Organizations are welcome to bring food and refreshments or our staff can arrange catering if desired.



OTHER INFORMATION & SERVICES

- Our building is fully accessible; each floor can be accessed by elevator.
- If you are interested in having a presentation, workshop or activity during your time at MICEC please fill out the [Community Connection Request Form](#).
- Tours can be provided to individuals and groups of up to 25.
- To be respectful of our environment glass dishes are available.
- To preserve the floors in the building, we ask that all guests take off their shoes. Slippers are available in the front foyer.
- Photocopying is available at a cost of .10¢ per page.
- Smudging is permitted on site. Please make prior arrangements with our staff.
- Child-minding is not available, adult supervision is required if children are present.
- We would appreciate if you left our space the way you found it. We are very proud of our building and enjoy showing it off, please be respectful.

