

# BURTON D. MORGAN CENTER FOR ENTREPRENEURSHIP FACILITIES USE DOCUMENT

**Direct all questions regarding equipment and building to:  
Facility Administrator at [BDMRooms@purdue.edu](mailto:BDMRooms@purdue.edu)**

**Building Requests:** Rooms in the Burton D. Morgan Center for Entrepreneurship (MRGN) are available only to University sponsored events. In keeping with the Discovery Park mission, collaborative research and entrepreneurial events have first priority. **Discovery Park reserves the right to cancel an existing reservation in the rare case a reserved room is needed for a special Discovery Park sponsored event or meeting. If that should occur, every effort will be made to give as much notice as possible and to assist in locating an alternative room.**

**Hours of Operation:** Building hours are 8:00 am to 6:00 pm, Monday through Friday. The janitor unlocks the building sometime between 7:00 and 7:30 am. Arrangements for access outside the normal hours of operation may be requested on the MRGN Event Checklist. For meetings outside the normal hours, we may require that you pay to hire students from the Purdue Security and Safety Patrol for building security purposes. The fee for this service is ~\$10.00/hour with a minimum charge of 3 hours (include your account number on the Checklist). If you are providing a guest liaison who will assume the responsibility for building security, please indicate this on the Checklist.

- Presentation room doors will lock at 5:00 pm, unless there is a scheduled meeting or event. On evenings and weekends when there is a scheduled event or meeting, the presentation room will remain unlocked for your use.

**Guest Liaison:** To provide premium customer service, we request that you provide a guest liaison for half-day and all-day workshops and conferences. Your guest liaison will take care of your guests' questions and requests. This guest liaison is important since we are not able to schedule ourselves into all the meetings in the building. The guest liaison should contact Valerie Lawless (Rm. 120G) with any special questions or concerns.

**Meeting Box:** It would be helpful for you to bring a meeting box with things like a stapler, tape dispenser, post-its, pens, pencils, tablets, etc. We are not able to furnish supplies for visitors.

**Directions and Parking:** Please follow all campus rules regarding parking available at: <http://www.purdue.edu/parking/>. *Do not* park in reserved (numbered) spaces. There is metered parking on the circle drive in front of the building. There is some "A" parking behind MRGN and on Intramural Drive in front of MRGN. Please contact Parking Facilities at the Visitor Information Center, 504 Northwestern Avenue or by phone at (765) 494-9494 to request "A" parking passes for off-campus visitors. Visit Physical Facilities Parking web-site for parking costs and regulations.

**Wireless Capability:** The MRGN building has wireless capability. You should instruct off-campus visitors to go to the information kiosk in the Union for a temporary id to access the Purdue VPN. If your guests are not able to go there, you should contact ITaP yourself and obtain the temporary ids prior to your guests' visit ([www.itap.purdue.edu/airlink](http://www.itap.purdue.edu/airlink)). We are not able to provide this access to your guests, so please make sure you have made the proper arrangements.

**Telephones:** There is a telephone in the lobby, in the Café (102). Please be sure that guests know they need to dial 7 to make an off-campus call. You will be responsible for providing any guests a MERS number for long distance calls.

**Banners:** There really are no good places to hang banners and so this may be done only by special arrangement.

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**Food:** You may have food in any of the rooms in the building. **You will be charged for any cleaning as a result of a major spill.**

**Venture Café:** The café is open from 7:30 am to 3:00 pm. This is a 'grab and go' type operation.

**Catering:** You should use the Venture Café for your small catering needs, such as drinks and light breakfast, boxed lunches, or snacks. The catering menu is attached. This catering requires a 72-hour notice. Please contact 49935 for these catering needs.

The Venture Café is not able to provide plated meals. For that type of catering, you may use any caterer you wish. The arrangements are left entirely up to you. You should provide the caterer with a phone number where you may be reached for questions. You should give the caterer specific instructions, including the room number and time. There are often several events in the building and our staff cannot be responsible for making sure the food is set up in the right room. **You should be sure to clean up the area at the end of your meeting including wiping down surfaces and removing the catering equipment to inside the backdoor by the loading dock and trash to the outside dumpster.**

**Alcohol:** There is a strict University policy relative to the service of alcohol on campus. If you wish to request alcohol service for an event, you **MUST** contact the Purdue Memorial Union Catering & Events Office (48908) at least 30 days in advance of your event.

**Morgan Commons:** The Morgan Commons may be reserved. Just remember that the Venture Café may be open and people will walk through to purchase food. The café is set for 8 - 60" round tables that will accommodate 8 chairs around each table. The maximum seating in the Commons is 100. You are responsible for setting up the additional round tables and chairs and making any arrangements for extra equipment including table cloths, plates, silverware, etc. The tables are very heavy, so if you need less than the 8 current tables that are already in the café, it may be best to move the existing tables off to the side and stack the chairs inside the back dock area or spread them around the café. We do have a table cart available if you need to have them out of the café for an extended period of time. **Please keep in mind that it will be each event coordinator's responsibility to move the tables as needed and to return the room to the original set-up following your event. We do not have staff to help with these arrangements.**

**Conference & Presentation Rooms:** The conference and presentation rooms all have whiteboards with markers. The conference and presentation rooms all have projection equipment permanently installed in them.

The presentation rooms are set up, as any Purdue classroom, with touch screen access (you really have to touch them). The presentation rooms have computer, laptop, DVD, VCR, and document camera (overhead) capability. The computer is accessible with your Purdue career account. There is a wireless microphone in each presentation room, one in MRGN 121 and one in MRGN 129.

The conference rooms have computer, laptop, DVD, and VCR capability. The computer is accessible with your Purdue career account. There is also a document camera (overhead) that may be assigned to a conference room. Please request the use of the document camera on the MRGN Facilities Use Checklist.

You may consult the building deputy for assistance with any equipment problem, however if the building deputy is not available or unable to fix the problem, ITaP is responsible for the equipment. Contact 44000 for computer problems and 68200 for projection problems. For assistance with these items after 5:00 pm, please contact 42375.

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Two conference rooms (206 and 112) have podiums.  
 Two conference rooms (206 and 112) have conference phones.  
 MRGN 206 is 765-496-3296. MRGN 112 is 765-496-3258.

Presentation Room 129 is configurable with 40 chairs and 20 tables. If you reconfigure the room, please return it to the standard configuration of 5 rows of 4 tables.

| <b>Equipment Summary</b>           | <b>112</b> | <b>121</b> | <b>129</b> | <b>206</b> | <b>212</b> |
|------------------------------------|------------|------------|------------|------------|------------|
| Whiteboard and markers             | Yes        | Yes        | Yes        | Yes        | Yes        |
| Multimedia Projector               | Yes        | Yes        | Yes        | Yes        | Yes        |
| Computer accessible with Purdue ID | Yes        | Yes        | Yes        | Yes        | Yes        |
| DVD player                         | Yes        | Yes        | Yes        | Yes        | Yes        |
| VCR player                         | Yes        | Yes        | Yes        | Yes        | Yes        |
| Document Camera (Overhead)         | *          | Yes        | Yes        | *          | *          |
| Wireless Microphone                |            | Yes        | Yes        |            |            |
| Phone Number                       | 63258      | 49977      | 49970      | 63296      | 63292      |
| Coat Rack                          | Yes        | **         | **         | Yes        | Yes        |
| Conference Phone                   | Yes        |            |            | Yes        |            |
| Podium                             | Yes        |            |            | Yes        |            |

\* Can be reserved                      \*\* Rolling coat rack that can be positioned outside room

**Breakout Rooms (MRGN 146 & 148):** Breakout rooms have tables and chairs and whiteboards only.

**Workroom MRGN 132:** Available only by special arrangement. The room contains:

- A copier / printer (Copier codes must be requested in advance)
- A fax machine (765-494-9870)

**Tables:**

There are three six-foot tables that are kept on the receiving dock. You are responsible for setting them up and for returning them to the receiving dock. We do not have tablecloths. These tables need to be reserved on the MRGN Event Checklist.

**If you change the layout in any room, you are responsible for returning the room to its original configuration.**

**Capacity:**

- MRGN 121 – Tiered Presentation room – 77 capacity
- MRGN 129 – Configurable room – 40 capacity
- MRGN 112 – Conference room – 12 capacity
- MRGN 212 – Conference room – 12 capacity
- MRGN 206 – Conference room – 20 capacity
- MRGN 102 – Morgan Commons – up to 100
- MRGN 146, 148 - Breakout rooms – 12 capacity

This document is meant to help answer questions you may have regarding meetings in the Burton D. Morgan Center for Entrepreneurship. If you have suggestions or comments, please contact [BDMRooms@purdue.edu](mailto:BDMRooms@purdue.edu).

**BURTON D. MORGAN CENTER FOR ENTREPRENEURSHIP  
FACILITIES USE DOCUMENT**


  
 Burton D. Morgan Center  
**Venture**  
 c a f e  
 Discovery Park  
**Small Group Catering**  
 All Baked Goods Prepared Fresh Daily

|  |                           |
|--|---------------------------|
| Krispy Kreme Glazed Doughnuts  | \$6.99/doz                |
| Muffin and Bagel Basket  | \$14.99/doz               |
| Continental Breakfast Box<br>(Large Muffin, Fresh Fruit Cup,<br>Flavored Yogurt, Orange juice)   | \$6.95 each               |
| Cereal Box<br>(Choice of Cereal with 2% Milk Carton,<br>Seasonal Berries, Petite Fruit Scone, Orange Juice)  | \$6.95 each               |
| Fruit Cup  | \$1.75                    |
| Fresh Fruit Tray   |                           |
| Small (serves 20)  | \$37.50                   |
| Large (serves 40)  | \$75.00                   |
| Bagels<br>(Cream Cheese included)  | \$1.25 each               |
| Box of Bagels<br>(Plain, Wheat, Blueberry, Cinnamon<br>Raisin - includes Cream Cheese)   | \$14.95/doz               |
| Union Baked Cookies  | \$0.69 each<br>\$7.95/doz |
| Brownies   | \$0.89<br>\$10.95/doz     |
| Salad (Caesar or Chef's Salad)<br>(add Chicken \$7.20)   | \$5.95                    |
| Coffee Box (96 oz "to go" box)<br>(includes Condiments, Cups)  | \$17.50                   |
| Coffee Shuttle (serves 30)   | \$36.00                   |
| Soft Drinks (20 oz) & Bottled Water  | \$1.75                    |
| Lunch Box (includes Chips, Cookie & Fruit)   | \$7.95                    |
| Sandwich Selections:   |                           |
| Ham & Swiss on Rye   | Turkey & Swiss on Kaiser  |
| John Purdue Club   | Smoked Turkey Wrap        |
| Terrance Croissant   | Vegetarian Wrap           |
| Delivery in the Burton Morgan Building<br>All orders for outside of building must be picked up<br>72 hour notice preferred - call 765-494-9935 to place orders<br>Visa, American Express, MasterCard accepted - Payment upon receipt |                           |