



Big Sky Institute for the Advancement of Nonprofits

*Building Montana's Communities Through
Strengthening Nonprofits and Expanding Philanthropy*



Helena Development Initiative

Professional Development for Excellence in Fundraising

Access Helena's Resources!

Meeting Rooms for Nonprofits

Introduction

One of the ways to meet fundraising goals in the annual budget is to secure in-kind donations of goods and services. A great arena for substantial cost-savings involves taking advantage of both no-cost and low-cost meeting rooms for nonprofits. This handout inventories what Big Sky Institute for the Advancement of Nonprofits (BSI) was able to identify by Internet search, checking with colleagues, and our own experiences in finding meeting rooms.

The information contained in this handout was reviewed and tweaked by the entities that own the meeting rooms, so we're comfortable with being able to say the information is relatively current and accurate. We know that things change, including contact people for calling to arrange reservations. Starting in 2018, BSI plans to send out the data we have to all the entities in January each year and ask if everything is still current, and if not, to make the updates. We will send out the updated information via e-mail to Helena-based nonprofits.

[If you discover any information to be inaccurate – please let us know so we can make the appropriate corrections.]

Restaurants With Meeting Rooms

A number of restaurants have meeting rooms that are available to groups if the group concurrently has a meal in the meeting room. Examples include Perkins Family Restaurant & Bakery, and Silver Star Steak Company. Because cost components and other variables vary a great deal, we are not including information about this category in the handout.

Hotels And Motels

Many of the hotels in Helena have meeting rooms; however, they are not free. Options and rates go from simple to complex. So they are not included in this handout, but this category represents a very robust range of possibilities.

Gaps

We realize that there may be additional meeting rooms that did not make it to our handout. Please let us know of additional meeting rooms that should be added.

LEWIS AND CLARK LIBRARY

Address: 120 South Last Chance Gulch
Contact: 447-1690
Availability: Sun-Sat
Number of people: Small room: 12-13 people;
Large room: 75-80 people
Features: Large room has a projection screen
Cost: Free but has to be open to the public

FIRST INTERSTATE BANK

Address: 2728 Colonial Drive
Contact: Gena Ward @ 422-1580 or their main line 443-4381
Availability: Mon-Fri except Tues
Number of people: 60 people
Features: Screen, projector, full kitchen, and coffee
Cost: Free for nonprofits

VALLEY BANK

Address: 321 Fuller Avenue
Contact: 495-2540
Availability: Sun-Sat
Number of people: 46 people
Features: White board, kitchen
Cost: Free
Other: No religious or political group. Guests will have to use parking garage.

MONTANA ASSOCIATION OF COUNTIES

Address: 2715 Skyway Drive
Contact: Sharon Wilson @ 449-4360
Availability: Sun-Sat
Number of people: 75 people
Features: Screen, kitchen, and outside food is okay
Cost: Full day: \$200
Half day: \$100
One hour: \$50
Other: Set up, breakdown, clean up, etc. is done by user

HELENA AIRPORT

Address: 2850 Mercer Loop
Contact: Kerry Johnson @ 442-2821
Availability: Sun-Sat
Number of people: 200 people
Features: Speakers podium and screen. Microphone and PA system available for an extra \$50
Cost: Daily Fee: \$350
Other: There aren't any phone lines for conference calls, there is also limited wireless internet, and no outside food.

PLYMOUTH CONGREGATIONAL CHURCH

Address: 400 South Oakes
Contact: 442-9883
Availability: Call church to schedule
Number of people: 10 to 50 people depending on the room
Features: Screen available
Cost: Free for nonprofits, ask for donation.

UNITED WAY OF THE LEWIS AND CLARK AREA

Address: 75 East Lyndale

Contact: Jessica @ 442-4360

Availability: Sun-Sat

Number of people: 8 people

Features: White board, chalk board, screen and projector

Cost: Free

Other: Their conference table is available any day of the week. Please just be aware it is an open concept office so if you are seeking privacy you might consider evening, weekends, or an alternative location. If you don't mind meeting in the office with the United Way employees there, it is open for use.

ST. PAUL'S UNITED METHODIST CHURCH

Address: 512 Logan and 80 East Lawrence

Contact: Sue McNicol @ 442-5643

Availability: Mon- Sat

Number of people: 7 to 96 people depending on room.

Sanctuary - 500 people

Cost: Free for nonprofits (if not charging participants to attend.) 10% of the charge to participants for workshops.

Sanctuary fee: \$200 plus \$35 per hour for sound technician as needed.

Other: Often not available on Wednesday or Sunday

ST. PETER'S HOSPITAL

Address: 2475 East Broadway Street

Contact: 444-2135- PR Marketing Program

Availability: Sun-Sat

Number of people: 15 to 300 people depending on room

Features: Projection, microphone, av (av not available on weekends.)

Cost: Free (unless tables are needed).

Catering and beverages are available for an extra fee as well.

Other: No outside food

MONTANA WILDERNESS ASSOCIATION

Address: 80 South Warren Street

Contact: Laura @ 443-7350 ext 110

Availability: Mon- Fri during regular hours

Number of people: 15 people

Features: Screen and projector that is connected to their laptop. You are welcome to bring a flash drive to use in their computer, or your own projector.

Cost: Free, donations of appreciation are welcome.

FIRST INTERSTATE BANK

Address: 2021 North Montana

Contact: 422-1616

Availability: Mon-Fri except Wed from 9am to 4:30pm

Number of people: 50 people

Features: Drop down screen and projector, tv to hook up to a laptop, and a phone system.

Cost: Free for nonprofits

DISABILITY RIGHTS MONTANA

Address: 1022 Chestnut Street

Contact: Faun @ 449-2344

Availability: Mon-Fri 8-5

Number of people: 10 to 50 people depending on the room

Features: Choice of coffee and hot water for \$15, outside food is okay, small kitchen available, screen and projector, and wifi.

Cost: 1-25 people for 1-4 hours: \$20; 4-8 hours: \$30.

26-50 people for 1-4 hours: \$40; 4-8 hours: \$60.

FIRST CHRISTIAN CHURCH

Address: 311 Power Street

Contact: Debra @ 442-3525

Availability: During the day Mon-Sat

Number of people: 12 to 20 people depending on room

Features: Tv with vcr/dvd player

Cost: \$25 for half day

ST. JOHN'S LUTHERAN CHURCH

Address: 1000 Helena Avenue

Contact: Gretchen @ 442-6270

Availability: Mon-Sat

Number of people: 55 to 200 people

Features: Screen, wifi, mic, usb port

Cost: Fellowship Hall: \$35 half day/\$70 full day.

Kitchen available for: \$25 half/\$50 full.

\$50 janitorial fee (can be discussed).

Guild Room: \$20 half/\$40 full day

COVENANT UNITED METHODIST CHURCH

Address: 2330 East Broadway Street

Contact: 442-6501

Availability: Mon-Sat

Number of people: 80 people

Features: Screen

Cost: Varies

FIRST PRESBYTERIAN CHURCH

Address: 535 North Ewing Street

Contact: 442-4775

Availability: Mon- Fri, three week advanced booking for Sat

Number of people: 15-120 depending on room

Features: Screen and other equipment available with a donation

Cost: Donation for large room: \$175 for all day, \$100 for less than 5 hours.

Smaller room donation: \$75 for all day.

Classroom donation: \$35 for 4 hours or less, \$50 for 5 hours or more

STOCKMAN BANK

Address: 5 West Lyndale Avenue

Contact: Riley @ 447-9000

Availability: Mon-Fri

Number of people: 12 people

Features: Computer and tv

Cost: Free for nonprofits

HELENA INDIAN ALLIANCE

Address: 501 Euclid Avenue

Contact: Vanessa @ 442-9244

Availability: Mon-Sun

Number of people: 20-300 depending on room

Cost: Free for nonprofits