

# Wilder Center MEETING SPACE INFORMATION



## Audio/Visual Capabilities By Space

Wilder Center Auditorium	FULL	Projector, A/V screen, hybrid video-conference system, DVD/VCR, microphone, conference phone, ceiling speakers
Amherst H. Wilder Auditorium	A	Projector, A/V screen, hybrid video-conference system, DVD/VCR, microphone, conference phone, ceiling speakers
Fanny Spencer Wilder Auditorium	B	Projector, A/V screen, DVD/VCR, microphone, conference phone, ceiling speakers
Cornelia Day Wilder Auditorium	C	Projector, A/V screen, DVD, microphone, conference phone, ceiling speakers
Victor Watkins Auditorium	D	Projector, A/V screen, DVD, microphone, conference phone, ceiling speakers
Wilder Center Lobby	Lobby	None
Midway Room	2310	Flatscreen Monitor
West Side Room	2320	None
Merriam Park Room	2410	Projector, A/V screen, DVD
Como Room	2420	None
Frogtown Room	2510	A/V screen, projector, hybrid video-conference system, DVD, audio ceiling speakers
Summit-University Room	2610	A/V screen, projector, hybrid video-conference system, DVD, audio ceiling speakers
North End Room	2520	A/V screen, projector
Wilder Center Backyard		Overhead speakers used in conjunction with Auditorium A

Meeting Space Rental: 651-280-2402 • [meet@wilder.org](mailto:meet@wilder.org)  
451 Lexington Parkway North, Saint Paul, MN 55104 • [wilder.org/meet](http://wilder.org/meet)



# Wilder Center Meeting Space Rental Rates

## Room Charges *(billed hourly, 4 hour minimum for Auditoriums)*

Room	Non-Profit Rate	For-Profit Rate
Wilder Center Auditorium	\$300/hour	\$475/hour
Amherst H. Wilder 'A' Auditorium	\$135/hour	\$225/hour
Fanny Spencer Wilder 'B' or combined Cornelia Day and Victor Watkins 'C/D'	\$115/hour	\$200/hour
Combined 'A/B'	\$225/hour	\$400/hour
Combined 'B/C/D'	\$155/hour	\$300/hour
Rondo Dining Room	\$100/hour	\$100/hour
Wilder Center Lobby (no re- configuration)	\$115/hour	\$200/hour
Wilder Center Lobby (with re- configuration)	\$135/hour	\$225/hour
Wilder Backyard	\$250/hour	\$250/hour
Midway 2310 West Side 2320 Merriam Park 2410 Como Park 2420 North End 2520 Frogtown 2510	No Charge (1x/month), \$35/hour thereafter	\$50/hour
Summit-University 2610	\$60/hour	\$100/hour
Meeting OWL Rental	\$35/hour	\$35/hour

Meeting Space Rental: 651-280-2402 • [meet@wilder.org](mailto:meet@wilder.org)  
451 Lexington Parkway North, Saint Paul, MN 55104 • [wilder.org/meet](http://wilder.org/meet)



# Wilder Center Meeting Booking Windows

Beginning July 1, 2024, Wilder has implemented three booking windows. Any rental that partially extends into another booking window will be charged a flat fee. Bookings that partially extend into additional booking windows will be charged a \$500 flat fee for the first partial-use of a booking window and an additional \$250 for a second partial-use. A minimum of four hours in a booking window constitutes full utilization.

	Window 1	Window 2	Window 3		
Mon-Fri	<b>Early Open</b> 6:30am to 7:30am (1 hour)	<b>Morning</b> 7:30am to 12:00pm (4.5 hours)	<b>Afternoon</b> 12:00pm to 4:30pm (4.5 hours)	<b>Evening</b> 4:30pm to 9:00pm (4.5 hours)	<b>Late Close</b> 9:00pm to 10:30pm (1.5 hours) + \$250 Security Fee
Saturday	<b>Morning</b> 6:30am to 12:00pm (6.5 hours)	<b>Afternoon</b> 12:00pm to 4:30pm (4.5 hours)	<b>Evening</b> 4:30pm to 11:30pm (7 hours)	+ \$250 Security Fee ( *Per 8 Hours )	
Sunday	<b>Morning</b> 6:30am to 12:00pm (6.5 hours)	<b>Afternoon</b> 12:00pm to 6:30pm (6.5 hours)	+ \$250 Security Fee ( *Per 8 Hours )		

Meeting Space Rental: 651-280-2402 • [meet@wilder.org](mailto:meet@wilder.org)  
 451 Lexington Parkway North, Saint Paul, MN 55104 • [wilder.org/meet](http://wilder.org/meet)

# Wilder Center Meeting Space Information

## Helpful Hints

- The building hours are 7:30 a.m.–8:30 p.m. If the event contact, event staff or caterers wish to gain access to the building prior to 7:30 a.m. or after 8:30 p.m., please arrange with the Event Manager prior to your event.
- All 2nd, 3rd and 4th floor meeting rooms can be reconfigured by the meeting owner, but must be set back to the default room set-up for the next group.
- Deliveries must enter and exit using the North side loading dock when transporting items that require a cart or cannot be hand carried.
- White board/flip chart easels and markers are provided upon request, but flip chart paper is not.
- Wilder Center does not provide linens for rounds or other tables.
- Feel free to go through any licensed caterer you would like. Please contact Event Manager for a list of preferred vendors.
- The Wilder Center dining room must be cleared of all event attendees between 11:00 a.m.–1:00 p.m.
- If your presentation requires anything beyond a power point and microphone, please set up a time with the Event Manager for an A/V run-through prior to your event.

## Wireless Internet Connectivity

The 'AHWilder-Public-Wireless' network is visible to all wireless devices and is specifically provided for visitors to have limited and controlled internet access. (Note: This network requires a temporary username/password combination for internet access as well as acceptance of the "Appropriate Use" agreement as described on the log-on web page.)

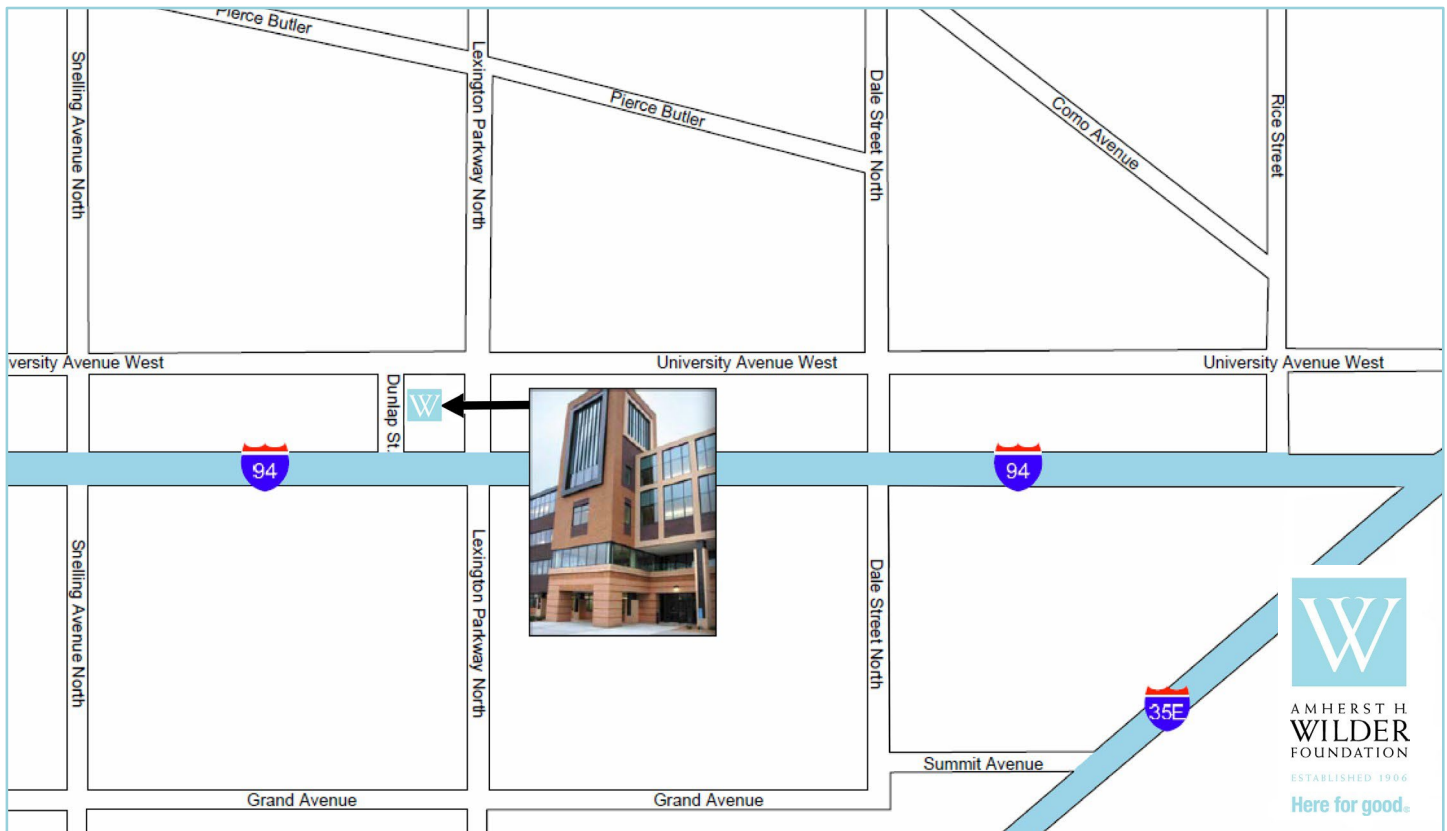
- Select 'AHWilder-Public-Wireless' network on your device.
- Open a Browser (Internet Explorer works best)
- A website security certificate might show up, if so, select "Continue to this website"
- On the Log in screen, select "Don't have an account"
- Enter your first and last name, then click "Submit"
- Successfully Created Guest Account...click "OK"
- Click to accept the terms and conditions

Meeting Space Rental: 651-280-2402 • [meet@wilder.org](mailto:meet@wilder.org)  
451 Lexington Parkway North, Saint Paul, MN 55104 • [wilder.org/meet](http://wilder.org/meet)



# Wilder Center Location & Directions

Wilder Center is located on the corner of  
Lexington Parkway and University Avenue in Saint Paul.



## FROM THE WEST (MINNEAPOLIS):

Take 94E and exit at Lexington Parkway. Take a left onto Lexington Parkway. Wilder Center will be on your left. Turn left just before Huntington Bank. At the stop sign go straight, then take a left into the parking ramp.

## FROM THE EAST (WOODBURY):

Take 94W and exit at Lexington Parkway. Take a right onto Lexington Parkway. Wilder Center will be on your left. Turn left just before Huntington Bank. At the stop sign go straight, then take a left into the parking ramp.

## FROM THE NORTH (ROSEVILLE):

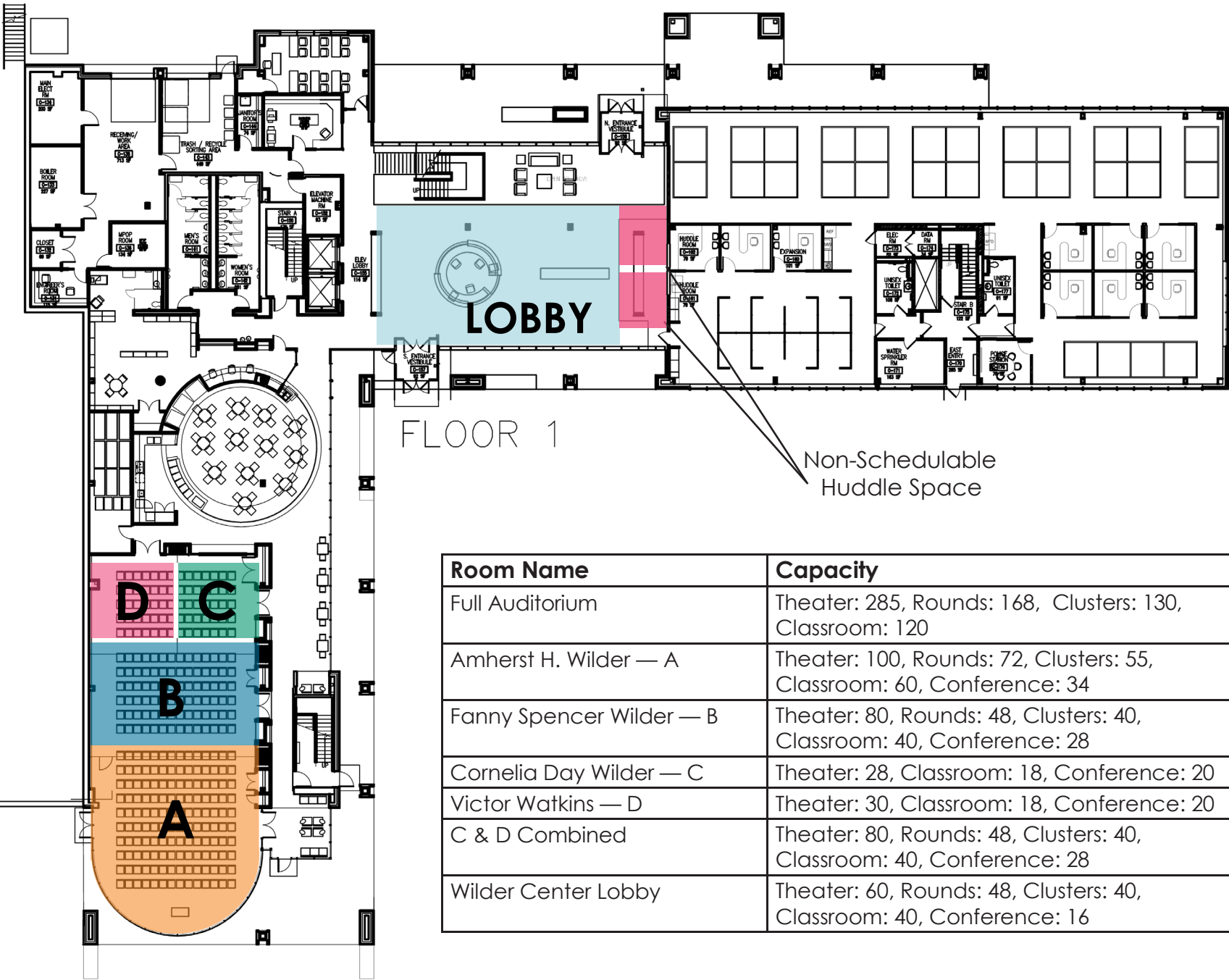
Take 35E South and merge onto 94W. Exit at Lexington Parkway and take a right. Wilder Center will be on your left side. Turn left just before Huntington Bank. At the stop sign go straight, then take a left into the parking ramp.

## FROM THE SOUTH (WEST ST. PAUL):

Take Hwy 52 North and merge onto 94W. Exit at Lexington Parkway and take a right. Wilder Center will be on your left side. Turn left just before Huntington Bank. At the stop sign go straight, then take a left into the parking ramp.

# Wilder Center Meeting Space Information

Floor 1



Room Name	Capacity
Full Auditorium	Theater: 285, Rounds: 168, Clusters: 130, Classroom: 120
Amherst H. Wilder — A	Theater: 100, Rounds: 72, Clusters: 55, Classroom: 60, Conference: 34
Fanny Spencer Wilder — B	Theater: 80, Rounds: 48, Clusters: 40, Classroom: 40, Conference: 28
Cornelia Day Wilder — C	Theater: 28, Classroom: 18, Conference: 20
Victor Watkins — D	Theater: 30, Classroom: 18, Conference: 20
C & D Combined	Theater: 80, Rounds: 48, Clusters: 40, Classroom: 40, Conference: 28
Wilder Center Lobby	Theater: 60, Rounds: 48, Clusters: 40, Classroom: 40, Conference: 16

# Wilder Center Meeting Space Information

## Floor 2



FLOOR 2

Non-Schedulable  
Huddle Space

Room Name	Room Number	Capacity	Extension
Midway	2310	10	2024
West Side	2320	6	2025
Merriam Park	2410	12	2026
Como	2420	7	2027
Frogtown	2510	24	2028
North End	2520	14	2029
Summit-University	2610	26	2030

# Wilder Center Meeting Space Information



(clockwise from top left)  
Wilder Center, Wilder Center backyard,  
Auditorium with round tables,  
Rondo Dining Room, meeting room #2510,  
Wilder Center Lobby, Auditorium with  
theatre style seating.

Please contact Event Manager for  
availability and rates:

651-280-2402 • [meet@wilder.org](mailto:meet@wilder.org)  
[www.wilder.org/meet](http://www.wilder.org/meet)

