



Planning Guide and Facility Information



*For your next conference, seminar
or business meeting*

The M-TEC offers the perfect setting for your next meeting or training. No detail is forgotten in our professional event management services. Our mission is to make your event a success. Flexible catering plans, state of the art media equipment, free parking, and comfortable furnishing are just the beginning of the amenities you'll find.

For more information regarding facility rental, give us a call at 269-353-1253 or contact Judy Rose, Events Manager at jrose@kvcc.edu

M-TEC Menu Selections

Catering is provided by the area's finest vendors

Rykse's Restaurant and Bakery

All prices are per person. A 17.5% administration charge will be added plus all applicable sales tax. Please note that these menus do not include all items of a particular establishment, just the most popular breakfast and lunch selections.

Give us a call if there is something else you are looking for.

RYKSE'S RESTAURANT & BAKERY

ALL PRICES ARE PER PERSON - plus 17.5% administration charge and all applicable sales tax

BREAKFAST

Continental Breakfast

Regular & Decaf Coffee, Bottled Water, Rykse's Mini Cinnamon Rolls \$4.25

The Motivator

Assorted Mini Baked Goods, Bagels, Fresh Fruit, Bottled Water, Regular and Decaf Coffee..... \$5.95

Sunrise Scrambler

Scrambled Eggs with Crispy Bacon and Sausage, Fresh Fruit, Bottled Water or Juice, Regular and Decaf Coffee \$6.50

Rise and Shine

Homemade Granola served with Yogurt, Fresh Fruit, Mini Baked Goods, Bottled Water or Juice, Regular and Decaf Coffee..... \$6.50

Fresh Baked Quiche

Assorted Fresh Baked Quiche served with Fresh Fruit, Mini Baked Goods, Bottled Water or Juice, Regular and Decaf Coffee..... \$7.25

LUNCH

(Pricing includes beverages)

Box Lunch

Deli sandwich on Homemade Bread served with Chips, Coleslaw, Pickles and Homemade Cookie\$8.35

Grab & Go Luncheon

Assorted Sandwiches on Homemade Rolls and Breads, Variety of Condiments, Chips & Desserts, Served with Choice of Homemade Soup, Salad or Fresh Fruit.....\$9.99

Wrap It Up

Assorted Wrap Sandwiches with Variety of Fillings, served with Homemade Soup, Salad, or Fresh Fruit, Chips and Dessert\$9.99

Chicken Breast Sandwiches

Marinated Chicken Breast served on Homemade Buns with an Assorted Condiment Bar, Green Salad and Dessert\$10.50

Baked Chicken Salad

Served with Garden Salad or Fresh Fruit, Homemade Rolls and Dessert.....\$9.75

Fajita Buffet

Flavored Tortilla Wraps with Seasoned Chicken, Juicy Steak, Black Beans, Spanish Rice, Assorted Condiments and Dessert.....\$10.75

Hot Entree

Chicken, Roast Beef or Turkey served with choice of Potatoes or Rice, Fresh Vegetable, Homemade Rolls and Dessert.....\$10.55

Fresh Salad Luncheon

Two of our entree Salads served with Fresh Fruit, Homemade Rolls, and Dessert\$10.50

SNACKS

Fruit and Cheese Tray with Beverage\$4.50
Assorted Chips, Cookie and Beverage\$3.50
Homemade Chips & Salsa, Cookie & Beverage.....\$4.00

BEVERAGES

Coffee Service Only\$2.00 per person
Extra Beverage-Soda and Bottled Water..\$1.50 per person

ALL DAY PLAN

Continental Breakfast, Assorted Sandwiches or Wrap Luncheon, Afternoon Snack - \$17.55

Specialized Meeting Spaces

All rooms (excluding small private meeting rooms) contain ceiling mounted LCD projection units and screens along with whiteboards, and wireless internet access. One flip chart and one 5 ft table are available to our customers at no charge.

Room A1020 - The Amphitheater

Provides tiered theater style and comfortable seating for 124 individuals. Media equipment is included in the room charges and provides a large projection screen with ceiling mounted LCD projector.

Projection is available from the media cart containing a computer, laptop connection, VHS Player, DVD and CD players and a paper document camera. A complete microphone system for presenter is also provided through our integrated sound system.

Room A1025 – The Distance Learning Hall

This room provides complete interactive video teleconferencing capability for groups of 60 or less. It is also available to larger groups for non-teleconference events. All media projection equipment is provided along with lapel or hand held microphones for the presenter.

Room A1030 – Conference Room

This room has a conference table with seating for six and a whiteboard.

The Lower and Upper Lobby Spaces

These areas provide perfect views of the surrounding woodlands and are great spaces for trade shows, job fairs, luncheon and small exhibition events.

The Dining Hall

Seating for 100 individuals is available for catered breakfast, lunch and dinner while at M-TEC. The centrally located dining hall is also available for large group meetings.

Room B1100 – Large Classroom

This spacious meeting room provides seating for up to 70 along with two projection screens. Several windows provide views to the outside and the lower lobby space.

Room B1160 - Conference Room

This room has a conference table with seating for eight and a whiteboard.

Rooms C1410 and C1420 – Medium Classroom

Both rooms exceed 1,200 square feet and can be divided into two rooms for slightly smaller groups. Both sides of these rooms have full projection capability. There is complete flexibility for seating arrangements in these areas.

***Call us today to arrange a tour –
we have the perfect space for your event.***

Special Amenities

M-TEC provides unique facilities and equipment to enhance the training and meeting needs of business and industry.

The C.O.W.

The computer Classroom on Wheels (COW) is a mobile storage cart that holds thirty wireless laptop units and a network printer. Customers can rent a single unit or the entire cart for use anywhere in the M-TEC building.

Video Teleconference Services

Keep travel costs in check for long distance meetings worldwide by using the latest in video teleconferencing (VTC) technology. M-TEC offers VTC for both large groups and single participant long-distance interview or discussion. Our expert technical staff will handle all of the details for you.

Skilled Trades Lab

This uniquely designed room provides the capacity needed for large equipment demonstrations or training. Fully equipped with compressed air and electrical drops, 8" concrete floors and garage door access, this lab is available for special programs needed by area business and industry.

Confined Space Pit

This specially designed training tool demonstrates the unique skills needed by those who work in confined areas like storage tanks and underground utilities. It allows participants a "real time" experience in the special requirements of this type of workspace.

The Maximizer

This equipment, developed and donated by Pfizer, Inc., provides the opportunity to demonstrate basic line operations, test troubleshooting skills and instruct on any of the numerous components of a full-blown packaging line. This training tool is available to any business that needs to train line staff in electrical and machinery component operations.

Information and Guidelines for Groups Using M-TEC Facilities

1. We strive to make The Michigan Technical Education Center in the Groves (M-TEC at KVCC) the business event and training provider of choice for southwest Michigan.
2. You can reach an MTEC staff person Monday through Friday, from 7:00 AM – 5:00 PM. The building is available to rental customers 24hours a day, 7 days a week. Special service fees may be required for some events.
3. All food, drink, and other refreshments must be purchased on the premises from an approved M-TEC catering service. Your event planner will discuss your food service needs and make all the arrangements for you. No alcoholic beverages or illegal substances are permitted on the MTEC property.
4. The request for use of M-TEC facilities must be made in advance. All use of the M-TEC at KVCC remains subject to approval in accordance with Institution policies, regulations, and guidelines. All facility use is based on availability.
5. Upon signing the Facility Use Agreement, which contains the Indemnification Agreement, renters agree to hold the College harmless from any loss, damage, liability, cost or expense arising during, or being caused in anyway by, the renter's use of the facilities. Renters will pay for any loss or damage to Institution property caused by their use.
6. Any advertising using the name or acronyms of the facility must be approved in advance. Contact your M-TEC event planner for assistance. Reproducible maps and driving directions are available upon request.
7. All activities on M-TEC at KVCC property must be peaceful and lawful; must not interfere with the rights of others; must not obstruct the free movement of persons about the facility and must not interfere with other Institution operations. Any unauthorized use of, damage to, or destruction of the building, equipment or other property is strictly prohibited. Any person(s) loitering or causing a disturbance and/or destruction to property will be removed from the premises and will be restricted from future use of facilities. Activities or events must not cause M-TEC at KVCC financial risk or liability.
8. Renters shall obtain insurance and submit proof of insurance as required.
9. The renter will be responsible for all fees associated with the event/activity. The fees will include room rental, set-up, catering, equipment, technical support, and/or service charges. Arrangements for seating, display tables and other special equipment must be made 5 days in advance. Special requests may require an additional fee.
10. The M-TEC at KVCC makes available the use of a copy machine, phones, and fax machine for the convenience of the customer. The final invoice will be mailed and will include the fees associated with these services.
 - Copies: \$ 0.10 each
 - Fax Service: \$ 1.00 per page local, \$ 2.00 per page long distance
11. The M-TEC at KVCC is a smoke free environment. Smoking is permitted outside the building in designated smoking areas only.

12. A Facility Use Agreement with an estimate of fees including room rental, set-up charge, catering, equipment, technical support and service (fax, copy, telephone) charges will be transmitted to the organization representative. A representative of the organization, authorized to approve payment, must sign and return a Facility Use Agreement before the event. A 25% deposit may be required. Full payment is required upon receipt of the final invoice, mailed after the event.
13. Cancellation of the scheduled activity/event must occur at least thirty days in advance. Deposits may be non-refundable if cancellation occurs in less than thirty days. If cancellation occurs in less than 48 hours on the event start date/time – the renter will be charged a cancellation fee equivalent to 25% of the room rental charges as per the Facility Use Agreement for that event. Additional charges may be incurred at the discretion of the contracted caterer for cancellation of food orders with less than 48 hours notice.
14. Adequate free parking is available outside the east and west main entrances.

LODGING INFORMATION

Fairfield Inn West** 🍷

6420 Cracker Barrel Road
Kalamazoo, MI 49001
269-353-6400

I-94, exit 72/9th Street.
South on 9th Street to Cracker Barrel Drive.
The Fairfield Inn is on the left.

Hampton Inn**

5059 South 9th Street
Kalamazoo MI 49009
269-353-2547

I94, exit 72/9th Street.
North on 9th Street
The Hampton Inn is on the right.

Hawthorn Suites Hotel 🍷

2575 South 11th Street
Kalamazoo, MI 49009
269-353-2547
www.hawthorn.com

US 131 to exit 36B/Stadium Drive.

Red Roof Inn

5425 West Michigan Avenue
Kalamazoo, MI 49004
269-375-7400
800-733-7663

US 131 to exit 36B/Stadium Drive.

Holiday Inn West 🍷

2747 South 11th Street
Kalamazoo, MI 49009
269-375-6000
800-HOLIDAY
www.kalamazooholidayinn.com

US 131 to exit 36B/Stadium Drive. Turn left
at first stop light, 11th Street.

Staybridge Suites

2001 Seneca Lane
Kalamazoo, MI 49003
269-372-8000

US 131 to exit 36A/Stadium Drive. Turn left
at second stop light, Seneca Lane.

TownePlace Suites-Marriott** 🍷

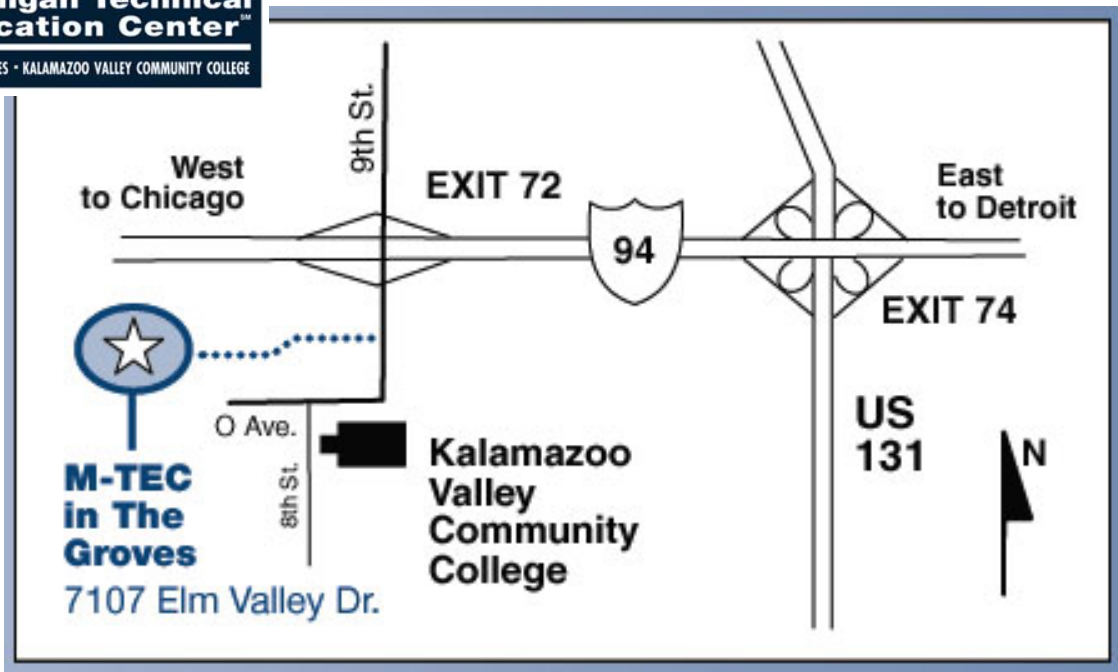
5683 South 9th Street
Kalamazoo, MI 49009
269-353-1500

I-94, exit 72/9th Street.
South on 9th Street.
TownePlace Suites is on the left.



**Mention that the stay is connected to an event at KVCC or the
MTEC@KVCC and get a special rate.**

**** Closest hotels, approximately ¼ mile from MTEC@ KVCC**



Wherever You Are – We'll Get You Here!

From The Area:

Take I-94 West to Exit 72 (Ninth Street). Turn left onto Ninth Street, and travel about a quarter mile. You will see the entrance to The Groves, a business park, on the right. If you find yourself admiring the manicured lawns of the KVCC campus on the left, you've gone too far! MTEC is approximately one mile down Elm Valley Drive, on the left hand side of the road. Parking is available on either side of the facility.

From The West:

Take I-94 East to Exit 72 – Ninth Street (approximately 140 miles from downtown Chicago). Follow Ninth Street, South, about a quarter mile. You will see the entrance to The Groves, a business park, on the right. If you find yourself admiring the manicured lawns of the KVCC campus on the left, you've gone too far! MTEC is approximately one mile down Elm Valley Drive, on the left hand side of the road. Parking is available on either side of the facility.

From The East:

Take I-94 West to Exit 72 - Ninth Street (approximately 130 miles from Detroit Metro airport). Follow Ninth Street, South, about a quarter mile. You will see the entrance to The Groves, a business park, on the right. If you find yourself admiring the manicured lawns of the KVCC campus on the left, you've gone too far! MTEC is approximately one mile down Elm Valley Drive, on the left hand side of the road. Parking is available on either side of the facility.

7107 Elm Valley Drive
P.O. Box 4070
Kalamazoo, MI 49003-4070
(269) 353-1253 Phone
(269) 353-1299 FAX