

## Griggs Midway Building

The Griggs Midway Building Corporation and the office of Progressive Management Investments, Inc. would like to take this opportunity to welcome you to the Griggs Midway Building.

Please take the time to read through this information that lists services available within the building and the Midway area; but first, let us offer some helpful hints regarding the building. We hope this will answer many questions, and please do not hesitate to contact our office for further information at 651-647-9880. The management office, S-144, is open Monday-Friday 9:00 AM to 4:30 P.M.

The building is open to tenants around the clock with a Secura Key, this is a security system in which each tenant that will need to access the building between 6:00PM and 7:00AM receives a card to open the two main entrances. There will also be a guard on duty from 6:00PM to 11:00 P.M. Monday through Friday and 7:00AM to 9:00PM on Saturday. The guard may be contacted while on duty at 651-647-6667; the guards are located at the front desk, the directory desk, except while on rounds through the building. All persons are required to exit through the main doors and sign in and out of the building after 6:00PM daily and all day Saturday.

There are many types of services you will find within the building; from Lawyers and Doctors to a Hair Salon and Financial and Accounting services. Located on the second floor of the South building is a large break area with vending machines. The convenience store on the first floor offers a variety of snack foods, cards, gift items, salads, sandwiches and microwavable lunch items. The restaurant, located by the front entrance, is open daily serving Vietnamese cuisine for lunch and dinner.

Free parking is available on the North, East and South sides of the building, as well as along University and Fairview Avenues. The pay parking lot is located on the West side of the building; attached is an explanation detailing how to use this lot. Free handicapped parking is located in the lot directly South of the pay lot by the main entrance. Underground parking spaces, from which you may access the building 24 hours a day, are available at \$75.00 a month. Please contact the management office for more information.

Mail is delivered directly to your suite every day starting at approximately 11:00AM. At this time the mail person will also pick up any outgoing mail.

Currently, there are five conference rooms available for tenants use. You may reserve the rooms by contacting the management office. If you would like to reserve rooms for several dates, please send a memo to the office stating the dates, times, and rooms you need or email, [pmileasing@yahoo.com](mailto:pmileasing@yahoo.com). The enclosed list of conference rooms states the capacity of each room.

The building is located approximately 10 minutes from downtown St. Paul and 15 minutes from downtown Minneapolis. Shopping and restaurants are only minutes away and several hotels are located within close proximity to the building.

Once again, we are pleased to have you in the Griggs Midway Building!

## **Pay Parking**

The pay parking lot on the west side of the building is designated for clients and customers parking, so they may have quick and easy access to the building. After 4:30PM weekdays and all weekends, the lot is open for all to use. When you enter the lot, you will receive a ticket. Please carry this ticket with you. When you are ready to leave, you must have your ticket validated in Suite S-144, the Property Management Office. Parking is free for the first hour. At the Management office you will pay as necessary and receive a four-digit code to punch the keypad as you exit the lot. If a tenant wishes to pay for a clients parking, they must write the suite number and business on the ticket, and send the client to the management office for the code. You will be invoiced for the clients parking on you monthly statement.

## **Conference Rooms**

Please reserve conference rooms well in advance.

<b>S-127</b>	Capacity of 20-25 people
<b>S-330</b>	Capacity of 50 people
<b>S-323</b>	Capacity of 10-15 people
<b>S-254</b>	Capacity of 25-30 people
<b>N-497</b>	Capacity of 14-20 people

## **Suites**

Rental space is available in all sizes from 150 square feet to 16,000 square feet, all spaces are made ready by our on sight construction personnel, and built to meet your needs.