



Conference Room Reservation Rules

Making a Reservation

To reserve the conference room, first verify room availability by contacting Melissa Dobbs at 518-690-4217 x 11 or email mdobbs@earlycareandlearning.org. Once availability has been confirmed and we have received your completed Room Reservation Form, the Early Care & Learning Council will confirm your reservation and enter your information into our conference room calendar and send you confirmation within three business days. We encourage you to make your reservations as far in advance as possible to ensure room availability. If you would like to mail your reservation form, our mailing address is 230 Washington Avenue Ext., Albany, NY 12203 or fax to 518-690-2887 attention Melissa Dobbs.

Room Rental

The Early Care & Learning Council charges a fee of \$100/half day and \$200/full day. All proceeds will go to support the agency's mission in promoting equitable access to excellent early care and learning for New York children and families as we advance a strong, statewide network of community-based CCR&R agencies.

Parking

Complimentary parking is available.

Hours & Availability

Room rentals are available during the Early Care & Learning Council's normal operating hours:
Monday – Friday: 8:00 a.m. – 5:00 p.m.

Room reservations occurring outside of the Early Care & Learning Council's normal operating hours must receive prior approval by the Executive Director and will require a staff member to be present, which may require an additional fee.

Holiday Closures

The Early Care & Learning Council is closed for following holidays:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Cancellation

If you need to cancel a reservation you must notify Melissa Dobbs at mdobbs@earlycareandlearning.org as soon as possible at least one week prior to the event.

Set-Up and Cleaning of Rooms

The Early Care & Learning Council strives to create a clean and sanitary environment for all of its visitors, and we rely upon the groups and organizations who rent space from us to help maintain that environment. The room must be free of all trash, food and other materials. The person hosting the event must be there prior to the event and prepare the conference room (i.e. room set up, projector, easel, video/audio equipment) which will be provided and arranged for prior to the event.



Conference Room Reservation Form

CONTACT INFORMATION

Contact Person: _____

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

EVENT INFORMATION

Date(s) of Event: _____ Starting Time of Event: _____ Ending Time of Event: _____

Title/Name of Event: _____ # of Attendees: _____

Brief Description of Event: _____

Request the use of projector, white board, and video conference equipment.

DISCLAIMER:

The Borrower is financially responsible for repairs of equipment that malfunctions or is damaged due to negligence or improper use while in the Borrower's possession.

Signature: _____ Date: _____

ECLC Staff Signature: _____ Date: _____