Conference Room Reservation Rules

Making a Reservation
To reserve the conference room, first verify room availability by contacting Jocelyn Bryant at (518) 690-4217 x 21 or email jbryant@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 to Jocelyn Bryant.

Room Rental
The Early Care & Learning Council charges a fee of $100. 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.

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 (January)
- 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 (December)

Cancellation
If you need to cancel a reservation you must notify Jocelyn Bryant at jbryant@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 event and prepare 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: __________________