

SSS CONFERENCE ROOM REQUEST FORM

TODAY'S DATE:		Name of Meeting/Training:	
Person Requesting Reservation:		Person Conducting Meeting/Training:	
Contact Phone No.:		Number Attending:	
Start Date:	Start Time:		
End Date:	End Time:		

Rooms available:

Albany Room, Classroom Style Seating =30, Theater Style =60 _____

Schoharie Room, Classroom Style =24, Theater Style =48 _____

Schenectady Room, Classroom Style =18, Theater Style =40 _____

***All three rooms: Classroom style =100, Theater Style =150
(At least 100 chairs available. Will need to find another location for table storage)**

Capital Room, Seating =10 _____

Saratoga Room, Seating =16 _____

Reservation Information:

All directions to the location need to be communicated to participants prior to the meeting date by the individual making the reservation. There are is no janitorial staff at SSS. Room set up and clean up is the responsibility of the group holding the meeting. Please refer to the Reservation Procedures document (available upon request) for further details.

You will receive a confirmation email for reservation request upon School Support Director's approval.

Cancellation~ Email Heather Faubert or Vicky Schweizer immediately.

Please Send Request to: Heather Faubert Email: hfaubert@gw.neric.org

OR

Vicky Schweizer Email: vschweiz@gw.neric.org