



C E N T E R  
for Innovation  
& Development

NEW

NYSACRA

C E N T E R  
for Innovation  
& Development  
Meeting Room  
Rental Brochure

Great  
Rates!

NYS Association of Community & Residential Agencies  
240 WASHINGTON AVENUE EXTENSION ALBANY, NY

518.449-7551

[WWW.NYSACRA.ORG](http://WWW.NYSACRA.ORG)





The New York State Association of Community and Residential Agencies (NYSACRA) **Center for Innovation & Development** is the ideal venue for all your business events. From a small meeting to a training session for 40 and up to 55 theatre style.

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A bright and spacious first floor meeting space with great natural light, easy parking and WiFi.

### Boutique Training Space:

The **Center for Innovation & Development** offers boutique training space that is versatile to your group's needs. Newly redesigned space includes Herman Miller chairs/tables both ergonomically designed and comfortable. Chairs and tables are on wheels allowing for easy movement.

### Contact Us:

RESERVE THE **Center for Innovation & Development** FOR YOUR NEXT MEETING OR EVENT: LISA OR CAROL 518.449.7551



- Seating up to 40 people/50-55 theatre style
- Complimentary water/coffee service
- Convenient location & parking
- First floor location /handicapped parking
- LCD projector & large screen
- Wipe off board
- Flipcharts, Pens, Stationery
- WiFi connectivity
- Catering service available
- Kitchen area includes refrigerator
- On site assistance
- Modest room rental price

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- Board Meetings
  - Training Sessions
  - Classes
  - Rehearsals
  - Seminars
  - Advocacy Groups
  - Sales Meetings
  - Workshops



# ease + flexibility

## Terms:

- Business Hours: Monday – Friday 7:00 a.m. to 5:00 p.m.; special accommodations for evening and weekends
- The [Center for Innovation & Development](#) will be set up by NYSACRA staff to your specifications
- NYSACRA will provide a list of preferred caterers in the area if you would like to serve lunch/refreshments
- Audio video requirements will be set up to your specifications
- Payment in full is due 3 days prior to the event
- Cancellation must be done one week prior to the scheduled event for a full refund

## Conditions:

- Non-alcoholic beverages are permitted. Alcohol is not permitted
- Smoking is prohibited in all areas of the building and only in designated areas outside the building
- The room must be left in a neat, clean and orderly condition. Failure to do so may result in a fee of \$150 for cleaning services
- For any damage to rooms, or contents of equipment used, there will be a charge for any necessary repairs
- Renters understand that nothing shall be attached to walls, ceiling, or any of the fixtures



## Facility:

NYSACRA  
240 Washington Avenue Extension Suite 506  
Albany, NY 12203.  
NYSACRA will provide an onsite coordinator.

### FREE & EASY Parking:

Instruct event attendees to park behind the building and enter through the back door. [Center for Innovation & Development](#) suite 506 (first room on left). Accessible entrance is located in the front of the building. Once in the building follow through the hallway and the training center is located on the right.

### Kitchenette Facility:

Refrigerator/sink, water cooler/cups & complimentary coffee service

### Educational Room:

Screen, flip chart, LCD projector, 40 chairs & 20 small tables (all on wheels)

## Caterers on Request

## Suggested Hotels:

Overnight Accommodations will be the responsibility of the attendee or group. Preferred hotels are within a few miles of NYSACRA:

CrestHills Suites  
1415 Washington Avenue  
Albany NY 12206  
Phone: 518-454-0007  
Rate:  
\$97 Group Code; NYSACRA

Fairfield Inn  
1379 Washington Avenue  
Albany, NY 12206  
Phone; 518-435-1900  
Rate:  
January- April: \$99  
May- September: \$124  
October- December \$109





## Room Space Agreement:

Group Name: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone No#: \_\_\_\_\_  
 E-mail Address: \_\_\_\_\_  
 Function Detail: \_\_\_\_\_  
 Event Name: \_\_\_\_\_  
 Date (s): \_\_\_\_\_

### Time:

Registration /Check-in: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Purpose of room usage: \_\_\_\_\_  
 Number of Attendees: \_\_\_\_\_

### AV / Media Needs:

#### Check items needed:

\_\_\_ Projector    \_\_\_ Laptop  
 \_\_\_ Easel / Flip Chart    \_\_\_ Wipe off Board  
 Please indicate additional items: \_\_\_\_\_  
 \_\_\_\_\_

## Rental Rates: Call for hourly rates

### Room Reservation and Rental Rates:

Please Indicate Needs	Room Rental Needs	Friends of NYSACRA (members / advocacy groups)	Non Member
	Monday- Friday 7:00 a.m- 5:00 p.m.	\$75	\$150
	Saturday / Sunday 9:00 a.m.- 5:00 p.m.	\$100	\$200
	Evenings 5:00 p.m.- 9:00 p.m.	\$75	\$150
	AV Needs; Projector / laptop	\$25	\$50
	<b>Total Room Charge</b>		

### Payment Options:

**Checks:** Make Check Payable to NYSACRA

### Credit Card Processing:

Name: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Expiration: month / year: \_\_\_\_\_

## Room Configurations:

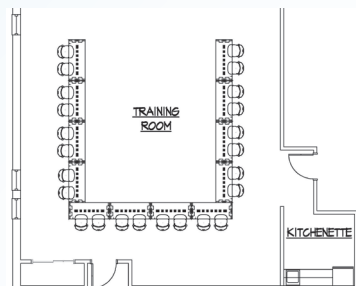
Additional tables for: check all that apply

Head Table\_\_

Registration Table\_\_

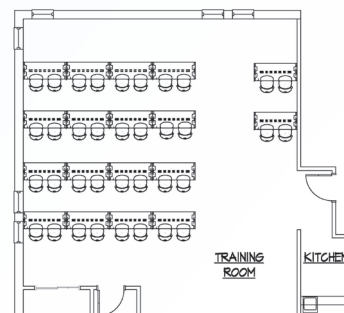
Material Tables \_\_\_\_\_

(please indicate front or back of room)

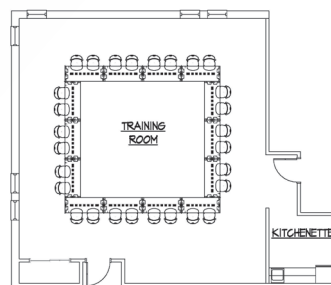


CHECK ONE:

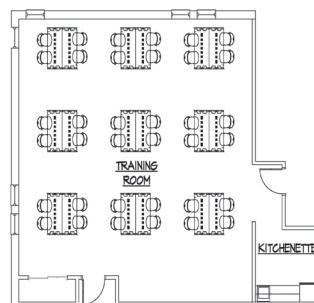
U-Shape



Classroom



Square



Training Pods (4 seats in a square)