



MACNY Room Reservation Form

MACNY Members may request a room by completing this form and submitting to
Patty Clark at pclark@macny.org

Company: _____ Point of Contact: _____

Email: _____ Phone: _____

Date Requested: _____

Our rooms are available from 9am – 4:30pm. What hours are you requesting? _____

How many people will you need seating for? _____

Do you have a room preference for your request? (please check one)

Legacy Room (30 people, equipped with video conferencing capabilities)

Conference Room (8 people, no food or AV in this room)

Training Room (12-15 people, equipped with projection capabilities)

East Conference Room (10-12 people, equipped with video conferencing capabilities)

Will you be bringing in food? _____

If delivered, from where so we know where to direct delivery? _____

Do you need AV? _____ If yes, what will you need? _____

Will this be used for training? _____ If yes, who will be delivering the training?

Company _____ Instructor _____

Note: If the training is NOT facilitated by or organized by MACNY, there will be a fee for utilizing space.
Half Day (max of 4 hours): \$75 | Full Day: \$150

By submitting this form, you are agreeing to leave the room the way in which you found it, including disposing of all trash, removing any items brought in, and arranging the room as it had been set at arrival.