

Room Booking Guidelines & Policies



In order to make meeting space use as convenient for everyone as possible, we request that the following guidelines and policies are followed:

Pre Meeting
<ul style="list-style-type: none">• All conference room reservations must be scheduled in advance using the online booking request system: https://www.ecidany.com/room-bookings• Conference rooms will be assigned according to capacity and equipment needs.• Please make every effort to request rooms, time changes, or cancellations at least 24 hours in advance.
Day of / During Meeting
<ul style="list-style-type: none">• If a conference room was not scheduled in advance, please do not occupy an empty room without checking availability with an ECIDA staff member.• Please plan for set up / clean up time when scheduling a conference room.• Conference room use should begin and end on time.• Please have your staff available to allow your guests up the elevator.• Coffee and related supplies are not provided in the room. Please direct your guests to the kitchen.• If you order food and beverages for a meeting, please have your staff prepared to: meet your vendor, let them up the elevator, set up & clean up as needed.• ECIDA Staff will not make photocopies.
Post Meeting
<ul style="list-style-type: none">• Conference rooms must be left clean & in the same condition as they were upon arrival.• Any personal injuries, incidents and/or damage to the room (including furniture, equipment) must be promptly reported to ECIDA staff. Any damage is subject to repair/replacement fees.• Do not remove or borrow any items (including equipment or cabling) from the room.

*Submission of the online request **IS NOT** confirmation that the room is booked. You will be contacted by ECIDA Staff for confirmation.



Vista Room



Perry Room