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
• 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
• 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 and reflect this additional time in the request.   • 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
• Conference rooms must be left clean & in the same condition as they were upon arrival. Cleaning products are available at the back of the room.   • 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 (Table Seats 22)

Perry Room (Table Seats 12)