



State of New Jersey

DEPARTMENT OF EDUCATION

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Governor

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Lt. Governor

ANGELICA ALLEN-McMILLAN, Ed.D.

Acting Commissioner

Learning Resource Center-North
New Jersey Department of Education
Division of Educational Services
Office of Special Education
7 Glenwood Avenue, Suite 201
East Orange, NJ 07017
(973) 414-4491

Dear Event Host,

My records indicate that you are scheduled to use the LRC-N conference room. In the event you must cancel this reservation, please provide 24 to 48 hours' notice to afford me the opportunity to release the space for other use.

Please note the following:

- Use of the LRC North facility will only be granted during daily hours of operations which are Monday-Friday 8:30 am - 4:30 pm **and copies of your handout(s) and sign-in sheet(s) are required prior to your departure.**
- Workshops will begin no earlier than 9:00 am with registration beginning no earlier than 8:30 am.
- The host must pre-register attendees and provide the list of attendees to the LRC staff prior to the start of the event.
- Please contact the LRC staff with your equipment needs prior to your meeting.
- The event host must have staff assigned to the registration desk at the following times:
 - 30 minutes before the event starts through 30 minutes after the event starts
 - 15 minutes before the return from lunch break through 15 minutes after the meeting start time
- All LRC facility space must be returned to the condition found by the requester. This includes clean-up and returning tables and chairs to their original configuration prior to exiting the facility.

If you have any questions, special requests, or require additional information please email me at your earliest convenience.

Thank you,

Monique Jackson

Monique.jackson@doe.nj.gov