



## Small Conference Room Available

A small conference room is available at no cost for 1 person or groups of 2-8 to work on a project together. Time slots are for one hour or two hours. One person must be at least 18 years old to use the room.

To request to use the room, sign up at the front desk.

Note these guidelines for the small conference room use: Reservations may be made 24 hours ahead of time in person, by phone or email [mwalter@wlsmail.org](mailto:mwalter@wlsmail.org). Please be on time for the reservation.

1. Food is not permitted in the conference room. Covered beverages are allowed.
2. Conference room participants must leave the room at the end of the assigned timeslot, taking all personal belongings with them.
3. Please moderate your voices and audio devices so that others are not disturbed.
4. Table and chairs are provided. You are welcome to bring personal laptops.
5. KVL reserves the right at its own discretion to limit the number of times per week or per month that a group or individual may use the conference room.

Please note: for large groups, KVL offers meeting rooms for rental fees. For rental rates, please contact Michelle Walter at 914-232-3508.

*Revised May 22, 2012*