



FACILITY RENTALS

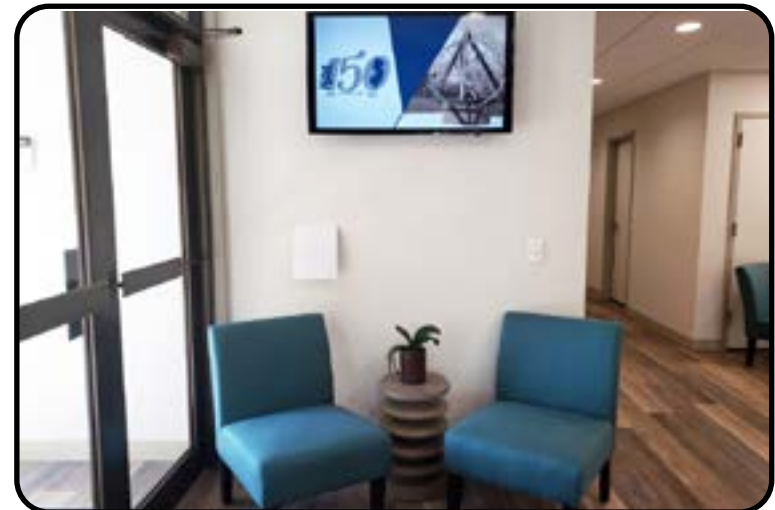


NJDA FACILITY RENTALS



SCHEDULE A MEETING/COURSE

- 1** Please complete and submit the Facility Rental Form available at www.njda.org/facility. NJDA will reach out to you to confirm the meeting date.
- 2** Rental Fees must be paid by credit card at the time the meeting date is confirmed.
- 3** Projected attendee numbers are essential to determine meeting room assignment.
- 4** ONLY NJDA approved caterers may be used in our facility. No carry in food is permitted.



OUR FACILITY

- NJDA Headquarters is an ADA compliant facility. An entrance ramp and dedicated ADA restroom is available.
- Audio visual equipment is included in all meeting spaces.



ROOM SPECIFICATIONS

	BOARD ROOM	CONFERENCE ROOM A	CONFERENCE ROOM B
BOARD ROOM SET UP	36	—	—
CONFERENCE SET UP	16	12	16
CLASSROOM SET UP	52	20	20
THEATER SET UP	80	32	35
AUDIO/VISUAL EQUIPMENT	133" Screen/projector	53" Smartboard	75" Smartboard
SOUND	✓	✓	✓
MICROPHONE	✓	—	—
CONNECTIVITY	✓	✓	✓
PODIUM	✓	—	—
TEMPERATURE CONTROL	✓	✓	✓

SUBMIT A MEETING SPACE REQUEST AT [NJDA.ORG/FACILITY](https://njda.org/facility)

NJDA MEETING SPACES



BOARD ROOM

DETAILS:

133" Screen/projector/sound/
podium with microphone & wireless
microphone

ROOM SETS:

Board Set (<i>Existing Set</i>):	36
Classroom Set:	52
Theater Set:	80

RENTAL FEE:

\$1,000.00



CONFERENCE ROOM A

DETAILS:

53" Smartboard - no amplified
sound otherwise

ROOM SETS:

Conference Set (<i>Existing Set</i>):	12
Classroom Set:	20
Theater Set:	32

RENTAL FEE:

\$400.00



CONFERENCE ROOM B

DETAILS:

75" Smartboard - no amplified
sound otherwise

ROOM SETS:

Conference Set (<i>Existing Set</i>):	16
Classroom Set:	20
Theater Set:	35

RENTAL FEE:

\$600.00

CONTACT US

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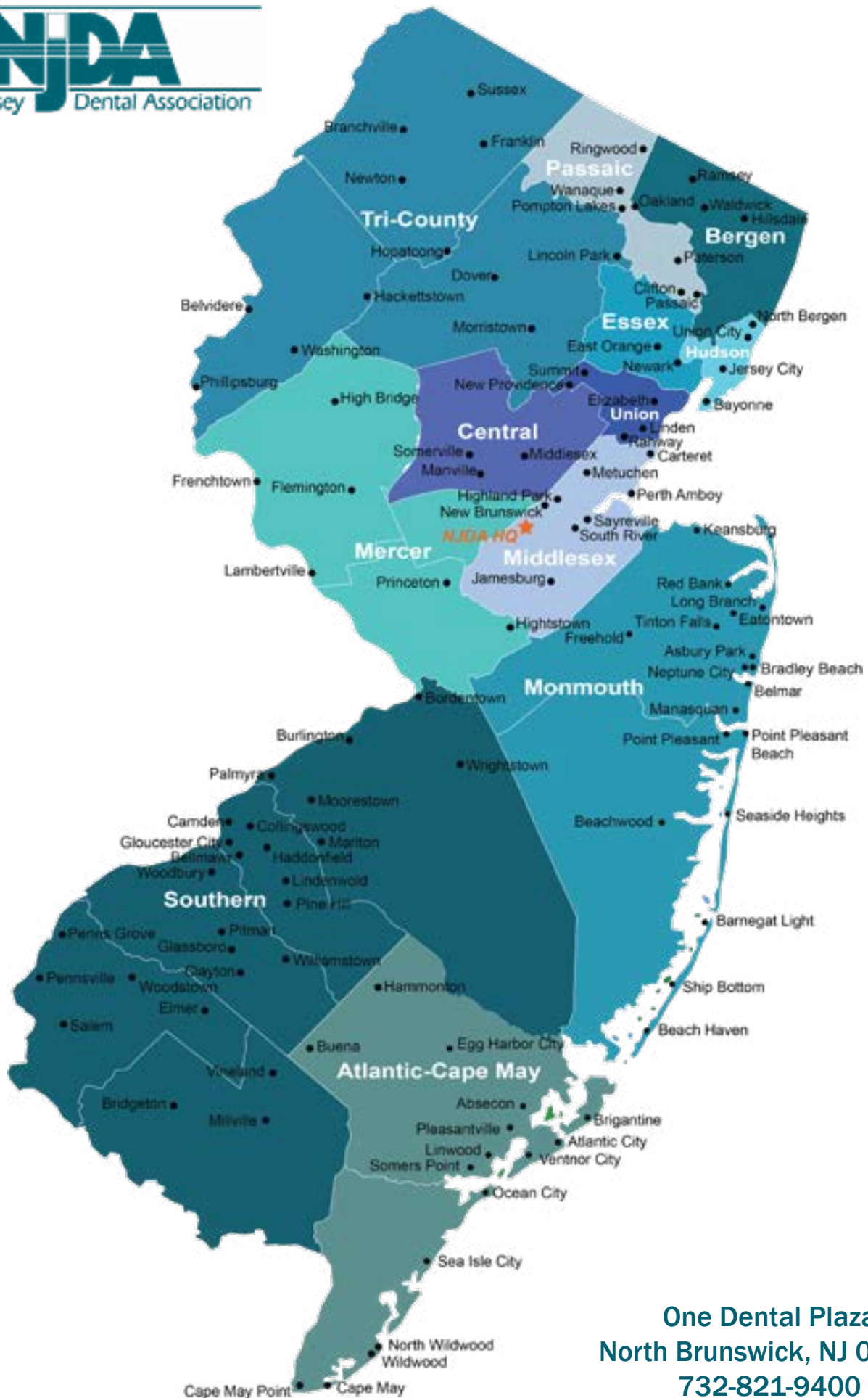
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