



## State of New Jersey

DEPARTMENT OF EDUCATION

PO Box 500

TRENTON, NJ 08625-0500

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*Governor*

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*Lt. Governor*

ANGELICA ALLEN-McMILLAN, Ed.D.

*Acting Commissioner*

Learning Resource Center-Central  
New Jersey Department of Education  
Division of Educational Services  
Office of Special Education  
200 River View Plaza  
Trenton, New Jersey 08611  
(609) 376-3764

Dear Host,

My records indicate that you are scheduled to use the LRC-C 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 Central facility will only be granted during daily hours of operations which are Monday-Friday 8:00 am-4:00 pm and **copies of your handout(s) and sign-in sheet(s) are required prior to your departure.**
- Workshops will begin no earlier than 8:00 am.
- The host must pre-register attendees and provide the list of attendees to the LRC staff and the NJDOE security guard prior to the event.
- Please contact the LRC staff with your equipment needs prior to your meeting.
- The registration table will be set up in front of the LRC double doors on meeting days and will be stored in the LRC at the conclusion of the 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 at [Angela.Allen-McMillon@doe.nj.gov](mailto:Angela.Allen-McMillon@doe.nj.gov)

Thank you,

Angela Allen-McMillon  
Sr. Management Assistant

[www.nj.gov/education](http://www.nj.gov/education)

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