

# Use of the Rockefeller Institute's Conference Facilities



**The Rockefeller Institute is an elegant setting for a reception, conference, training session or meeting, with four showcase meeting rooms, ranging from small and intimate to spacious, all with distinctive architectural features.**

Each room offers an ornamental marble fireplace and recessed doors, which may be opened to make ideal space for a reception or closed into separate rooms for meetings or smaller gatherings. The Georgian Ballroom includes Flemish-style leaded windows overlooking Washington Park. The French Parlor is elegantly styled in the manner of Louis XVI. The Jacobean Dining Room's paneling accents artistic stained-glass windows. Four lunette wall murals highlight the Music Room, furnished with comfortable couches and chairs.

Parking is available on State Street and in Washington Park subject to City of Albany parking regulations. Smoking is not permitted in the building.

## Conference Room Dimensions

The 2,862-square-foot second floor of the Rockefeller Institute is used primarily for conferences and meetings. The second floor consists of an 800-square-foot Georgian Ballroom, a smaller 488-square-foot conference room known as the French Parlor; a 720-square-foot reception area (referred to as the Music Room) adorned with four hand-painted lunette wall murals; and a 450-square-foot formal wood-paneled Dining Room. A 192-square-foot serving area adjoins the wood-paneled Dining Room and leads to a small, 84-square-foot fully equipped kitchen.

### Contact Us:

(518) 443-5522  
411 State Street  
Albany, NY  
12203

All rooms are handicap accessible. Handicap parking accommodations can also be made when you schedule your event.

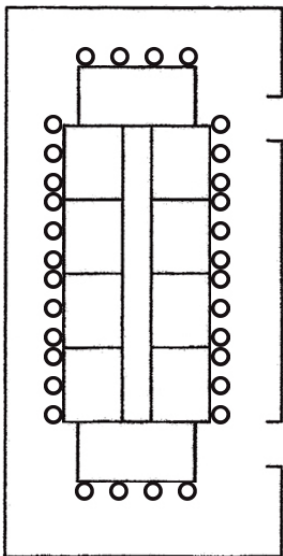


## Georgian Ballroom

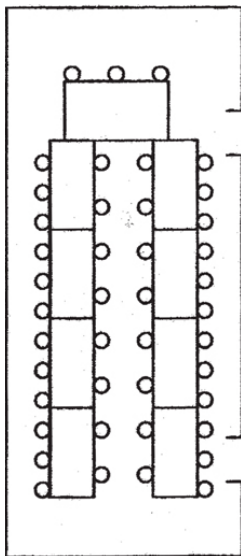
800 square feet

1. Boardroom style — utilizes eight rectangular tables and two trapezoid end tables; seating for 32
2. U-Shaped Boardroom style — allows seating for 43
3. Theater/Auditorium style — seats 64 and allows for 2 speaker tables
4. Banquet style — up to 7 round-top tables seating 7 people each
5. Classroom — seating for up to 43 people

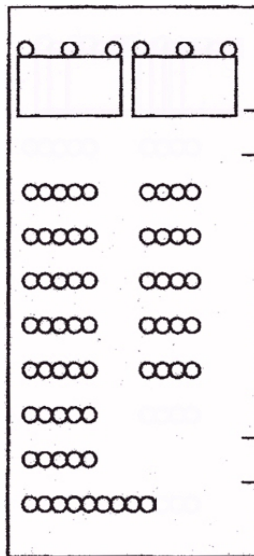
**1**



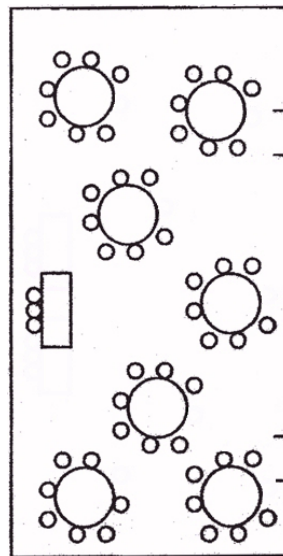
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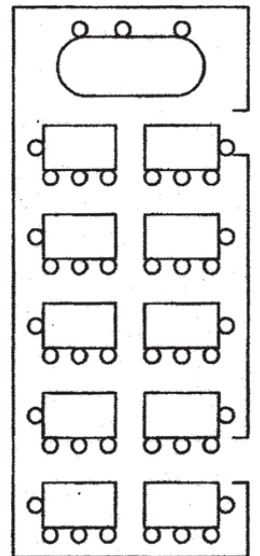
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**5**





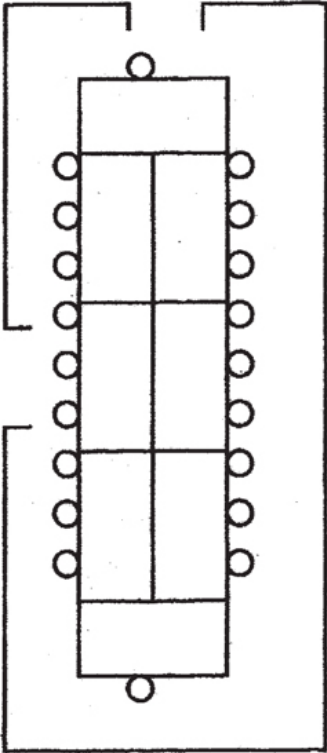


**French Parlor**

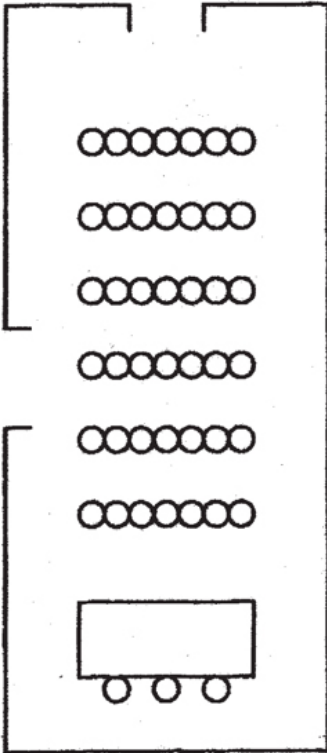
*488 square feet*

- 1. Boardroom style — utilizes six rectangular tables and two semi-round end tables; seating for 20
- 2. Theater/Auditorium style — seating up to 45
- 3. Banquet — seating up to 30

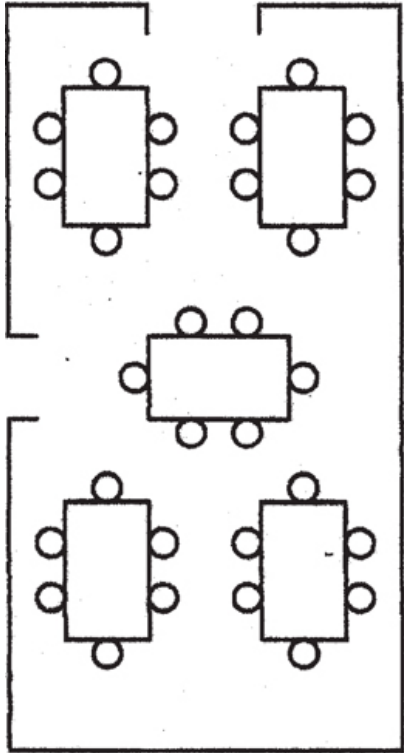
**1**



**2**



**3**

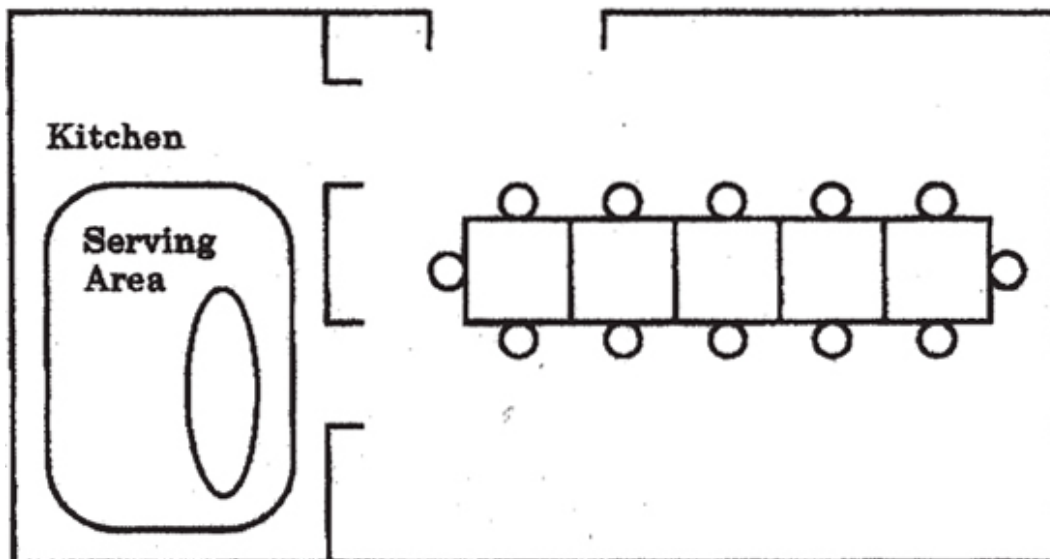




## Dining Room

*450 square feet, with 192-square-foot adjacent serving area and 84-square-foot, fully equipped kitchen*

- Boardroom style — one long dining room table with glass top for seating up to 10





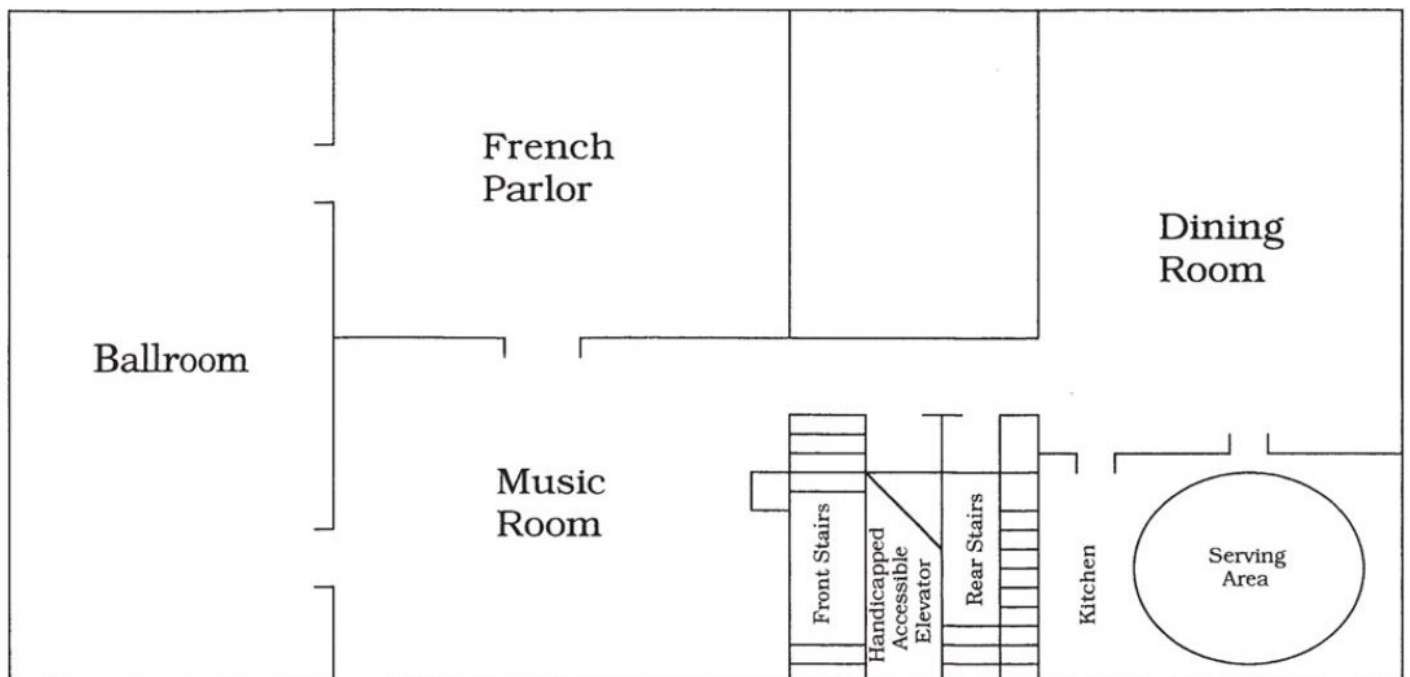


## Music Room

720 square feet

- Sofas and club chairs (which can be removed to accommodate a small reception)

## Second Floor Layout







## Services & Rates

**Half Day Use** (up to four hours): \$250 / Evening: \$400

**Full Day Use** (four or more hours): \$500 / Evening: \$600 and up

## For More Information

To check availability and discuss additional services and equipment needs, call us at 518-443-5522 or email [Nicolle.Otty@rockinst.suny.edu](mailto:Nicolle.Otty@rockinst.suny.edu).