



Link Child Care Resource and Referral

611 Seventh Avenue

Huntington WV 25701

(304) 523-9540

1-800-894-9540

Link CCR&R is a program of

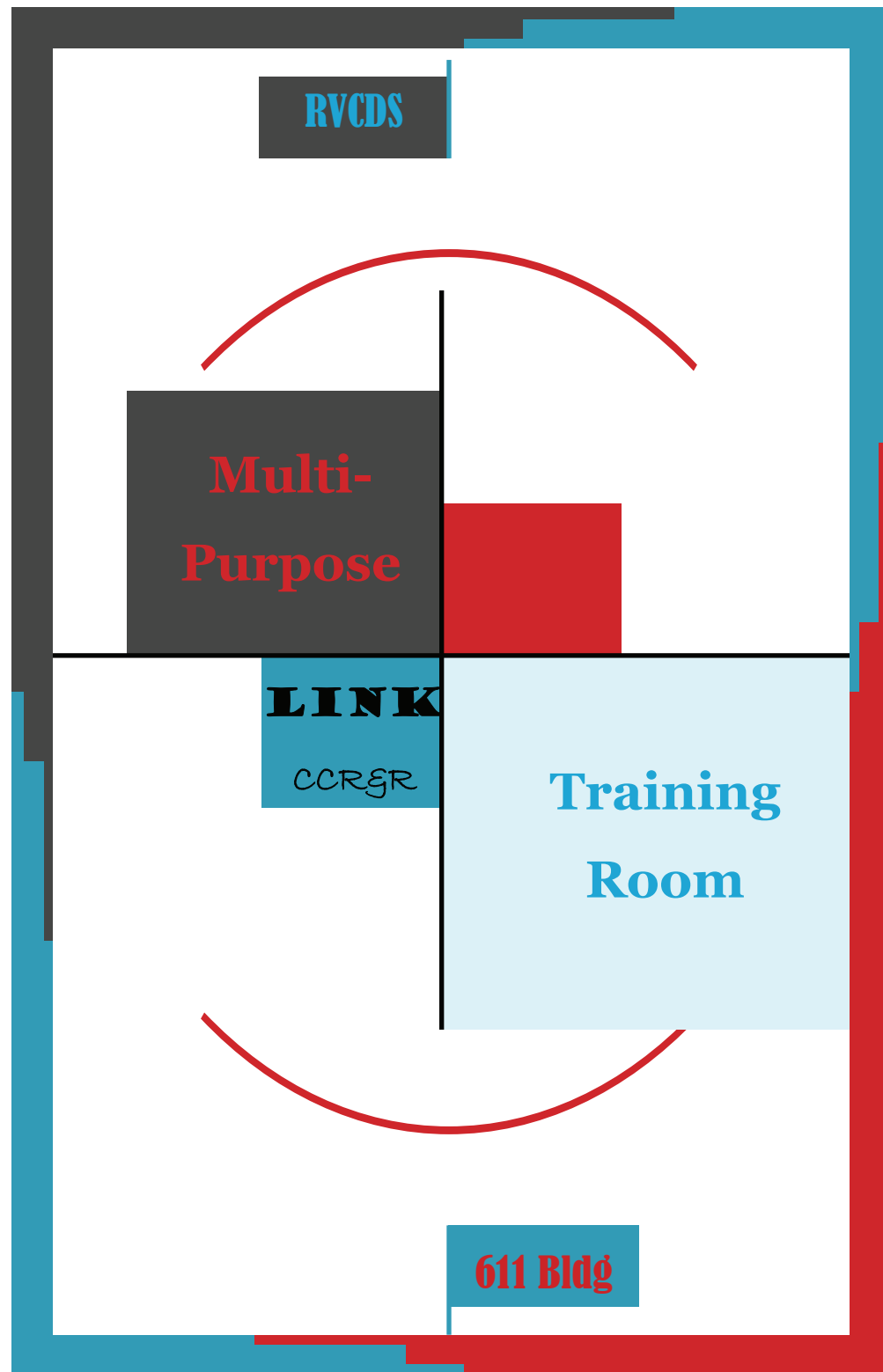
River Valley Child Development Services

Funded through the

WV Department of Health & Human Resources,

Bureau for Children & Families,

Division of Early Care and Education



The training room is located on the 2nd floor of the River Valley Child Development Services Building located at 611 Seventh Avenue, Huntington WV 25701.

The maximum capacity for training is approximately 70-75. There is one large room and three small adjoining break out rooms.

The large room has lightweight, easy to move-rectangular tables along with chairs. The three small rooms have one round table per room and can seat a maximum of approximately six per room. These rooms/areas are cubicles with half walls. These rooms do not have doors. Two large screen TVs are mounted to the wall in the training room. They are equipped with DVD, VCR and Power Point access. The screens can run one at a time or simultaneously. They can show the same thing on both screens or alternate with different media. A hand held microphone, a wireless microphone and a laptop caddy are available for use with the media equipment. There is also a large white board stocked with markers, erasers and cleaner. There are two large garbage cans and replacement bags in the room with a water cooler that dispenses hot and cold water.

Two restrooms and a soda machine are available.

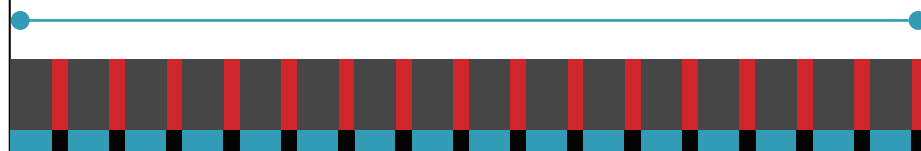
There is elevator access, as well as stairway access, to the room. Laptop computers are available for training upon request. At least one week notice must be given to accommodate this request.

To reserve the room contact Link at

(304)523-9530 or (800)894-9540

The Room is available from 8:30 a.m. to 5:30 p.m.
Monday through Friday

A River Valley Child Development Services employee must be on-site for evening or weekend use. Please make arrangements for this at least 48 hours prior to reservation date.



1. Contact Link at the above number to reserve the room.
2. A Release of Liability must be provided prior to use.
3. There is not a charge for non-profit groups to use the training rooms. If the room is reserved for personal business or profit use, a \$50 fee will be assessed.
4. If keys are needed, arrange to pick up the keys the day of or one day prior to your reservation date, during the regular business hours of Monday through Friday, 8:30 a.m. to 5:30 p.m.
5. If keys were signed out, they must be returned to the Link office by 9:00 a.m. the next regular business day.
6. The condition of the training room must be left the same in which it was found. For your convenience, cleaning supplies and garbage bags will be provided.