

ANTHONY H. GALLICCHIO TRAINING CENTER

125 Maxim Road, Hartford, CT 06114

RESERVATION INFORMATION

Thank you for your interest in the MDC Training Center. [Visitor Information](#), [Policies and Procedures](#), [Reservation and Release Forms](#) and [directions](#) to the Training Center are available here. Before completing the forms, please carefully review the following information.

MDC Training Center Accommodations:

- ❖ A large 2,300 square-foot meeting room which seats approximately 120 people theater style (chairs only) or provides space for use up to 100 people at tables. The room can be subdivided into three smaller rooms (Meeting Rooms A and B are 600 square feet each and Meeting Room C is approximately 1,100 square feet). Soundproof partitions can be used to separate each room, allowing the space to be designed in various ways.
- ❖ A computer room with 10 computer stations and an instructor station.
- ❖ A break room equipped with a refrigerator, sink, microwave, coffee maker and dishwasher.
- ❖ A library with training materials available to MDC employees only.
- ❖ Men and women's lavatories equipped for the disabled.

Parking for up to 50 vehicles in the paved lot immediately west of the Training Center entrance ([see map](#)) is available. Vehicles should be parked in the yellow-lined spaces only. After 4 pm and for special events, parking for up to 170 vehicles can be accommodated.

Please fill out the [Reservation Form and the Indemnification and Release Form](#) and return to Ethel L. Wright, at the address on the Reservation Form. After the receipt and processing of your forms, you will receive a confirmation or denial notice. Please apply for reservations no later than two weeks before the event, if possible. You may reach Ethel L. Wright at 278-7850, ext. 3213 if you have additional questions. In her absence, please call Gwen Sibley at Ext. 3306. Thank you for your cooperation.

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