

Use of Diocesan House Guidelines

In support of our many ministries the Diocesan House is glad to provide meeting space and hospitality as needed. In order to optimize the use of Diocesan House meeting space, and respect the work space of diocesan house staff, we have developed a set of guidelines for all groups requesting meeting space. Enclosed with these guidelines is a copy of a request form for meeting space. Please review these guidelines and share as needed.

1. Meetings space may be reserved on Tuesdays, Wednesdays or Thursdays. If those days cannot accommodate your group, or if you need a Saturday meeting space, please talk to a staff member for further options
2. Hours of availability are:
 - Tuesday and Thursdays - 9:30 a.m. to 4:30 p.m.
 - Wednesdays – 1:00 – 4:30 p.m.
3. Space options:
 - a. Medium Conference room – 10-12 people maximum, telephone access, wireless internet available
 - b. Large Conference room – 50 people maximum, telephone access, wireless internet, projector screen and digital projector available
 - c. The Bishop's Chapel is available for worship if desired
 - d. The courtyard is available, weather permitting
4. The kitchen is available for use, with coffee maker and cold drinks available, in addition to the Keurig coffee in the lobby.
5. Lunches, if needed, must be requested at least 2 business days in advance of the meeting date. We cannot honor last minute requests for lunch.
6. Groups needing materials copied should note that on the request form and see the receptionist when you arrive. We will gladly make the copies and bring them to your group.
7. Each group is responsible for leaving the meeting room as they found it.
 - a. All extra materials and trash should be disposed of appropriately
 - b. Any furniture that has been moved should be put back in original arrangement
 - c. Check instructions next to thermostat for proper climate control settings. System should always be set to "Auto."
 - d. Make sure Keurig coffeemaker in the lobby is turned off
 - e. Please do NOT unplug the coffee maker in the kitchen
 - f. If meeting is outside normal office hours, make sure all doors are locked as you leave.
8. Please respect those who are working on the office side of the building by not entering the office hall before checking with the receptionist first.
9. If your meeting is cancelled for any reason, please let the office staff know by calling 252-522-0885 as soon as possible.

Diocese of East Carolina

Please complete form and email to Litisha Dawson at ldawson@diocese-eastcarolina.org

Meeting Space Request

Group Name:		
Contact Name:	Phone:	Email:
Date of Meeting:	Time of meeting (ex: 10:30-2:00):	
Room(s) Requested:		
<input type="checkbox"/> Large Conference Room <input type="checkbox"/> Medium Conference Room <input type="checkbox"/> Chapel <input type="checkbox"/> Courtyard		
Number of Attendees:		

Our group will need:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Lunch | <input type="checkbox"/> Projector Screen | <input type="checkbox"/> Digital Projector | <input type="checkbox"/> Eucharistic Elements |
| <input type="checkbox"/> Wireless internet | <input type="checkbox"/> Other | <input type="checkbox"/> Photo copies | <input type="checkbox"/> |

Reoccurring Meeting? Yes (list other dates below) No

List additional dates for reoccurring meetings below:

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Comments or Special Requests:

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Group Contact signature

Date

Approval (For Office use only)

Approved

Comments:

Rejected

Reviewed by: