



## 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 workspace 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 placed back in the original arrangement
  - C. Check the instructions next to the 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 the meeting is outside normal office hours, make sure all doors are locked as you leave
  - G. When scheduling a meeting, please indicate whether the alarm should be set or if the alarm should not be set.
8. Please respect those who are working on the office side of the building by not entering the office hall before checking in with the receptionist first.
9. If your meeting has been cancelled for any reason, please let the office staff know by calling 252-522-0885 as soon as possible.



## Meeting Space Request Form

Please complete the form and email to Evelyn at [evelyn@diocese-eastcarolina.org](mailto:evelyn@diocese-eastcarolina.org)

Group Name:

Contact Name:

Phone:

Email:

Date of Meeting:

Time of Meeting:

Rooms Requested: ☐ Large Conference Room ☐ Medium Conference Room ☐ Chapel ☐ Courtyard

Number of Attendees:

Our group will need:

☐ Lunch

☐ Projector Screen

☐ Digital Projector

☐ Eucharistic Elements

☐ Wireless Internet ☐ Photocopies

☐ Other

Recurring Meeting? ☐ Yes (list other dates below) ☐ No

List additional dates for reoccurring meetings below:

Comments and Special Requests

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Group Contact Signature (First and Last Name)

Date

Approval (For Office Use Only)

☐ Approved

☐ Rejected

Reviewed by: