

Meeting Rooms

Policy No. 229

Policy Statement:

When using meeting rooms at the CPC, adherence to the measures outlined in this policy is required by employees and tenants of the Catholic Pastoral Centre, and by external groups who have approval to use this facility.

Intent of Policy:

The CPC is the home of the administrative and pastoral offices for the archdiocese. As we serve the archdiocese and as a part of our outreach, the various offices host gatherings, meetings and seminars. Meeting rooms at the CPC are available to support these services.

Procedure:

- a) Use of rooms
 - Only meeting rooms are available for booking.
 - Office space and common areas are not available for public use.
- b) Booking of rooms
 - All arrangements for booking meeting rooms are to be done through the receptionist.
- c) Cancellations
 - If meetings are cancelled, the receptionist should be advised as soon as possible.
- d) Use of space
 - The meeting rooms are of various sizes.
 - The size of the room requested should correspond to the size of the gathering.
 - Every attempt will be made to accommodate the room requests.
 - Occasionally, conflicts may arise regarding use of the meeting rooms. Those involved will be contacted by the receptionist to facilitate resolution.
- e) Security
 - Security of those meeting at the CPC and the premises are paramount.
 - A person employed by the Archdiocese and who works at the CPC must be present for the duration of the event.
 - Outside doors are to remain locked. External doorbells are to be used to announce visitors and gain access to the building.
 - A greeter should be assigned to welcome the visitors to the meetings.
 - If outside catering has been arranged, a person should be

assigned to meet the caterer upon their arrival.

f) Clean up

- The user is required to clean up after use. The meeting room should be clean, tidy and ready for the next groups' use.
- All leftover food should be properly stored or removed from the premises.
- All tables and chairs should be returned to their original configuration.

g) Suspension of use

- A breach of the above may result in a loss of the privilege of booking the facility meeting rooms.

h) No Smoking

- The CPC is a non-smoking facility.
- In compliance with the City of Edmonton by-laws, any smoking must be done outside and at least 5 meters (15 feet) away from any door way (entrance).
- Any cigarette remnants should be properly disposed in the appropriate receptacles.