

GUIDELINES FOR USE OF THE MEETING/EVENT FACILITIES
of the
NORTH CAROLINA LUTHERAN SYNOD OFFICE

1. All meetings should be scheduled through the synod office by calling 704/633-4861, preferably one week or more prior to the meeting/event. Please limit your use to two meetings per month.
2. When scheduling, please provide group/meeting name, date, time, approximate length of meeting, number of people attending, the name and phone number of a contact person and any special equipment needed (ie. TV/VCR, overhead projector, etc.). Also let us know whether or not a key is needed, who will pick it up and when. If your meeting is cancelled or must be changed, please notify the synod office as soon as possible.
3. Meetings should not be scheduled to begin before 9:30 a.m. on weekdays.
4. A map and directions to the synod office can be found on the synod Web site at www.nclutheran.org or mailed or faxed upon request.
5. At least one person in your group should be assigned to complete and sign the room-use checklist. It is also on the synod Web site at www.nclutheran.org under Synod Office/Facilities Use.
6. No smoking is allowed in the synod office. Smokers may use the patio located near the chapel. (Pull the door toward you to make sure it is locked securely before leaving the building.)
7. Your group may use the coffee maker (hallway break area near chapel) and ice machine (also in hallway break area). Follow the checklist for cleanup. Please plan to bring your own soft drinks and cups. Ice is available.
8. All meeting rooms have erasable boards. Please erase when finished.
9. A key is provided for groups using the facility on evenings or weekends. Please return the key as soon as possible. You may leave by the side workroom door, which locks automatically. Please make certain it has locked securely after you exit. If you plan to leave by this route, you may leave the key on the receptionist's desk.
10. In case of emergency dial 911. Fire extinguishers are located in the hallways across from the break area near the chapel, across from the kitchen and on the southwest corner next to the rest rooms.

North Carolina Synod of the ELCA
1988 Lutheran Synod Drive
Salisbury, NC 28144
Phone: 704/633-4861
Fax: 704/638-0508
e-mail: synod@nclutheran.org
www.nclutheran.org