

GUIDELINES FOR USE OF MEETING/EVENT FACILITIES

North Carolina Synod, ELCA
1988 Lutheran Synod Drive
Salisbury, NC 28144
Phone: (704)633-4861
Email: dryan@nclutheran.org
Office hours:
Monday-Thursday
8:00-5:00
Friday 8:00-11:00

1. All meetings should be scheduled through the synod office by calling (704)633-4861 or emailing request to dryan@nclutheran.org
2. Provide group/meeting name, date, time, number of people, contact person and phone number. For special equipment needs, please check with us when scheduling meeting. If your meeting is canceled or changed, please notify the synod office as soon as possible.
3. At least one person in your group should be assigned to complete and sign the "Facilities Use Check-Out Form.
4. No smoking is allowed in the synod office.
5. Your group may use the coffee maker and ice machine located in the hallway. Follow the checklist for clean up. Please plan to bring your own beverages, etc.
6. The Hine & MP Conference rooms have dry erase boards. Please use the markers provided and erase boards when finished.
7. Hine Conference room has a projector and screen for displaying presentations. Ask for instructions on use.
8. Meetings scheduled after regular office hours will require you to make special arrangements to pick up and sign for a key. Please return the key as soon as possible.
9. 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.