

## How to Reserve a Meeting Space

Updated 04.05.09



Owner: Committee Leader

Materials: Meeting schedule  
 Rectory office phone # and/or e-mail address

Frequency: As needed, based on committee meeting schedule

Action	How To
1. Determine where you would like to hold your meeting	a. How many committee members do you plan to have in attendance? b. Do any of your members have physical limitations (e.g., unable to walk up/down stairs, unable to walk long distances, etc.)? c. Do you need technology for your meeting (e.g., Smart Board)?
2. Submit a meeting space request to the rectory office	a. Contact Jenny Kunst by phone (859.525.6909) or e-mail (jkunst@mqhparish.com) with the following information: <ul style="list-style-type: none"> <li>➤ Meeting date</li> <li>➤ Meeting time</li> <li>➤ Meeting space needs (e.g., seating for 20, Smart Board access, etc.)</li> <li>➤ Preferred meeting location (e.g., cafeteria, narthex meeting room, library, McGuire Center, etc.)</li> </ul> <p><i>Note: If you know when similar meetings will occur, provide the additional dates as well; the earlier you are able to submit requests, the more likely you are to secure the space you want.</i></p>
3. Wait for the rectory office to confirm the requested space is available	<p><i>Note: If keys are needed to access the meeting space, please make arrangements with the rectory office to pick up the necessary key(s) prior to the meeting date.</i></p>
4. Notify committee members of the meeting space	a. Notify them at least one week in advance of the meeting b. Instruct new members on how to access the meeting space (e.g., “The cafeteria is also known as the church undercroft and can be accessed via the grey door in the narthex.”)