

Founders Hall Usage Guidelines

The contact person for the group is responsible for ensuring compliance with all guidelines. Violations of these guidelines may result in denial of future Founders Hall reservation requests.

Event Eligibility

All events held in Founders Hall must meet the following criteria:

- 1) Meeting purpose is one of the following:
 - Conference
 - Departmental Meeting
 - Prayer/Spirituality Group Discussion
 - Religious Retreat Day
 - Staff Training
 - Workshop
 - Private-CSA Sister Only

AND

- 2) The hosting organization has a mission aligned with the CSA Statement of Mission

Founders Hall is *not* available for public groups looking to have private gatherings (birthday parties, Christmas parties, baby showers, family reunions, funeral luncheons, etc.), instrument recitals, or individuals who are using the space to run personal businesses (exercise classes, etc.).

Meetings outside of business hours (Monday-Friday; 8:00 a.m.–4:30 p.m.) require attendance by a sister or CSA employee.

Reservation Timeline

Requests must be submitted 30 days prior to the requested date.

Submitting a request does not guarantee that the room is reserved. Reviewing of event requests can take up to 14 days. A confirmation or declination will be sent to the primary contact via email as soon as possible.

In general, two meetings cannot be accommodated on the same date. Exceptions may occur.

There is no fee for canceling a reservation. Prompt notification of cancellation is appreciated.

Communication

Adjustments to the requested arrival time, must be made at least 24-hours in advance of the scheduled event by contacting Chelsea at ckoenigs@csasisters.org or 920-907-2300. A motherhouse representative will admit the primary contact at the arrival time indicated on the reservation. In the event of an unexpected delay contact Chelsea immediately.

Fee

There is no set charge for use of Founders Hall. Free will donations are much appreciated.

Safety

Doors to Founders hall are kept closed and locked for the security of administrators and building residents. Doors should not be propped open.

Suggestion: During the anticipated arrival window, assign a door greeter to let in your attendees.

All attendees must remain in the lower level of the building. Access to the upper levels via the stairs and elevator are prohibited.

Room Setup, Equipment, & General Use

The room will be set up per the submitted request.

The group is responsible for tidying the room prior to departure, washing dishes and resetting the kitchen to its original state, and ensuring all trash and recycling are placed in the designated receptacles.

Wireless internet access is available but cannot be guaranteed.

The kitchenette is equipped with a refrigerator, oven, stove, microwave, ice machine, dishwasher, three 12-cup coffeemakers, 2 percolators (30-cup and 40-cup), and numerous plates, bowls, mugs, cups, and utensils.

A/V equipment must be requested in advance to confirm availability. Groups must supply their own computers.

Equipment Available:

- Overhead projector (built in screen and HDMI connection)
- 2 cordless handheld microphones
- 2 lavalier microphones
- Podium
- 2 rolling easels - 1 with whiteboard and markers and 1 with flip chart paper
- CD player
- DVD player
- Grand piano

Contact

For questions about these guidelines or reservation request, contact

Chelsea Koenigs

CSA Receptionist and Social Media Specialist

ckoenigs@csasisters.org

920-907-2300