

Chickasaw Conference Rooms Booking Procedures

Booking Guidelines:

- The Chickasaw Conference Rooms North and South as well as the Chickasaw Board Room are available for reservation by external parties.
 - Monday-Friday 8:30 am to 4:20 pm **only**. (Exception if internal host is willing and able to accommodate evening or weekend times)
 - No more than **2** consecutive days at a time.
 - Room set up is classroom or board meeting respectively. Changes to the configuration must be done by outside parties ahead of their reservation time and must be returned to the original layout by the reserving party after their reservation is complete.
 - Reservation of the breakroom and veranda can be evaluated on a case-by-case basis and **must not interfere with staff use of the space**.
 - If the external group requires tables or equipment other than what is available through Catholic Charities, they must rent and pay for the expense themselves and the rental and set up of the equipment must not interfere with normal business.
 - **Provided items include:**
Rectangle tables and rolling chairs for no more than **50** guests (**20-25 max during Covid**). Audio/visual, computer system login, Wi-Fi access, teleconferencing through Life Size Cloud only, HDMI laptop hook-up, auxiliary audio hook-up and handheld microphone.
 - Groups should have completed a technology questionnaire during the application process. No group will be allowed to reserve the space if the technology questionnaire portion of the application is incomplete or non-compliant.
 - Groups may not reserve the space further than **3 months in advance**. Recurring meetings may only be made for up to **3 months at a time** and with the discretion of Catholic Charities Senior staff.
 - Groups that are NOT internally hosted should have an internal host assigned to them BEFORE they are allowed to reserve the space. Bookers referring to an internal staff member upon booking should be directed to that staff member for a hosting request. If not hosted, prior to confirmation, the group should be referred to internal staff for voluntary hosting availability. Once agreed that staff member will confirm with that group directly.
 - Hosts are responsible for their group or responsible for finding a replacement host.
- Upon inquiry the requesting groups will be required to fill out an application (Wufoo Form) this will include the following statement and guidelines **“By submitting this application I have read and agree to abide by the rules and procedures set by Catholic Charities for the use of the Chickasaw Conference Space. If my group is approved to use the space for the above event, then we will agree to the following:**
 - Shirts and shoes are required to be worn at all times.
 - No copy or fax machines available.
 - Coffee, serving items, dishes and other breakroom items are reserved solely for the staff of Catholic Charities and should not be used by booking groups.

- Tobacco products are prohibited outside of designated smoking areas. Smoking area is located on the lower southeast side of the building and accessible through the main doors to the building.
- No tape allowed on the walls or woodwork.
- Guests must keep activities to the room reserved without congregating in employee breakroom or veranda (unless expressly reserved).
- Respect the working atmosphere of employees and other groups using the community space; noise must be kept to a minimum.
- The use of alcohol on the property is prohibited unless formal approval from the Executive Director is granted.
- Room must be vacated according to the reserved time period. The facility must be vacated by the time the building closes at 4:30, unless other arrangements have been made in advance with the host.
- Please rearrange tables to default layout. Any arrangement of the tables and chairs different from the layout below must be done by the hosting group prior to the reservation time and with the permission of the hosting staff member.
- Trash should be confined to the receptacles within the reserved space. Excess garbage should be disposed of by the group or should be arranged with the hosting person ahead of the reservation time.
- Damages to the property will be assessed and booking groups could be liable for reimbursement to the agency for the cost of repair or cleaning.

If groups are unwilling to agree to the above guidelines or do not have a formal acceptance of those guidelines on file, they will not be allowed to use the space.

*Exceptions to any booking policy should be approved by the Senior Director of Administration or the Senior Team



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