



Use of Diocesan House Facilities Guidelines

The Diocesan House is a common space and facility for all members of the Episcopal Church in East Tennessee. We are more than happy to share this space with our brothers and sisters! Please be mindful of the following guidelines when using space and materials at the diocesan office.

1. To reserve space, request use of audio-visual equipment, or report issues, please contact Gracie Dover, Special Assistant at (865) 966-2110, extension 10
2. Please bring your own:
 - a. coffee, drinks, and snacks
 - b. facilitation materials (easel pads, markers, pens, etc.)
3. Upon leaving, please
 - a. place all dirty dishes in the dishwasher or wash and dry them thoroughly and return to their original location
 - b. take large sized and large quantities of trash (catering trays, pizza boxes, etc.) to the cans in the corner of the parking lot
 - c. return furniture to its original location
 - d. turn off all lights and coffee makers
 - e. check that all doors are locked, and alarm is set
4. Please do not use office equipment (copier, postage machine, etc.) or fireplace without prior discussion with a member of diocesan staff
5. In case of an emergency (fire, etc.), call 911. For other facility issues that cannot wait until the following business day, contact Mary Embler at (865) 740-5617.