EQUIPMENT AVAILABLE

For any of your meetings at the Commons, we are able to provide you with use of the following: sound system ($15), podium, flip chart ($5), easel, overhead projector ($15), projector screen, projector cart, and of course, tables and chairs. A Conference phone ($25) is available in certain rooms. An LCD projector ($125), TV/VCR/DVD ($15), and wireless/ wired Internet access (in specific locations) ($25 wired access) are also available. Extended Building hours are billed at a rate of $100/hour.

FOOD AND CATERING

Your catering needs can be met in three different ways: Café Ah-Roma is available for groups requesting coffee set up, continental breakfast, and boxed lunches in a more informal set up; our in-house Kitchen Coordinator/Caterer, KG Toomey, is available to serve hot meals for a more formal setting; or we can supply you with a list of Preferred Caterers.

KITCHEN USE **$200**

To use the kitchen, a trained kitchen coordinator and dishwasher are needed.

SCHEDULING YOUR EVENT

Due to the increased popularity of our meeting spaces, please make a room request as early as possible. We cannot guarantee a meeting space if a request is not made in a timely manner.

To make a schedule a room, contact:

Melonie J. Metz
Facility Coordinator
216.774.0414
mmetz@dohio.org

ADDITIONAL INFORMATION

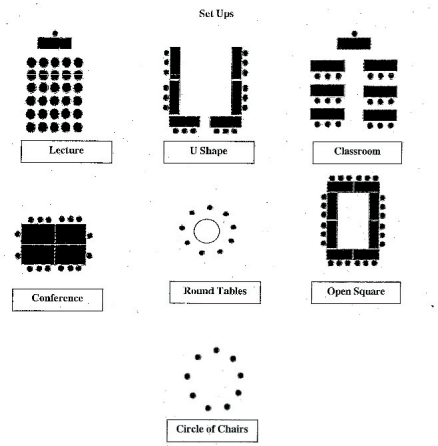
- The use of tape (cellophane, masking, duct, etc.) anywhere in the building is strictly prohibited. See receptionist for mounting squares for this purpose.
- Parking is free for those attending meetings.

CANCELLATION

Cancellation with less than 48 hours before the event will be charged a cancellation fee of $25. Any changes to set up requested less than 24 hours notice will be billed at $50 per request. If Trinity Commons is not notified of a cancellation, the full rental fee will apply. NOTE: In the event of a cancellation, it is the responsibility of your organization to notify all outside vendors.

SET UP DIAGRAMS -

These are the only set up configurations that we offer. Special arrangements can be made but will incur additional costs.



Trinity Commons
2230 Euclid Avenue
Cleveland, Ohio 44115

Trinity Cathedral
Episcopal Church in Downtown Cleveland
an inclusive community of faith

Space Use Information For Outside Groups

GENERAL INFORMATION

Trinity Commons is open seven days a week. Room usage can start as early as 7:00 am and must normally conclude by 10:00 p.m. (by 3:00 p.m. on weekends.) Availability on Sundays in limited and determined on a case by case basis.

BOARD ROOM **$100 NP $75**

This space is a formal boardroom. It can accommodate up to 12 people comfortably. A beautiful view of the courtyard, ergonomic executive chairs and a large oak conference table are just some of the features that make this room great.

Only set up available is conference for 12.

A/V Equipment available:

LCD, Overhead projector,
Conference phone, TV/DVD/VCR,
Wireless Internet Access

MEETING ROOMS **$50 NP $30**

Our Meeting Rooms average 275 square feet and can seat 10 -15 people at tables. These rooms are perfect for small meetings, breakout rooms, or discussion groups.

Suggested set ups:

Conference Style for up to 15

A/V Equipment available:

LCD, Overhead projector,
TV/DVD/VCR

CHAPTER ROOM **$100 NP $75**

This room is the beautiful oak library room just off the promenade. It is set up as a study, complete with comfortable couches and arm chairs.

Suggested set ups:

Regular Configuration
Lecture for 30
Conference for up to 20

A/V Equipment available:

Credit card machine, LCD,
Overhead Projector, TV/DVD/VCR

SITTING ROOM **$50 NP $30**

This cozy little space is located behind the reception desk. It can accommodate up to 3 people in a peaceful setting with a view of the courtyard. Perfect for One on One conversation.

Suggested set ups:

Regular configuration

A/V Equipment available:

Wireless Internet Access,
TV/DVD/VCR

CONFERENCE ROOMS **$200 NP $150**

There are four conference rooms that average 510 square feet, each accommodating up to 35. A room divider can be opened, creating two larger conference spaces from the four rooms. For use of one part of divided area, the cost is half of normal rate. These conference rooms are equipped with projector screen and can accommodate a variety of events, including: lunch meetings, workshops, training sessions, etc.

Suggested set ups:

Lecture up to 70
Conference/Open Square up to 40
Tables in a U up to 45
Classroom up to 25
Circle of Chairs up to 40
Standing Room up to 80

NOTE: Round Tables are not recommended but we can accommodate 30-40

A/V Equipment available:

Wireless Internet access, LCD,
TV/DVD/VCR, Overhead Projector
Conference Phone, Sound System

ART GALLERY **$600 NP $350**

Our Art Gallery is another of our unique spaces in which to hold your gathering. This beautifully restored space houses art exhibits from the archives of Trinity Cathedral, students from the DePaul Young Parent Program, and artists from the Episcopal Diocese of Ohio, among others, on a continually rotating basis. This space will hold groups up to 125 (depending on set up) and is great for a reception, luncheon or dinner party.

Suggested set ups:

Lecture up to 125
Conference/Open Square up to 50
Tables in a U up to 60
Classroom up to 60
Circle of Chairs up to 60
Round Tables up to 80
Standing Room up to 150

A/V Equipment available:

LCD, TV/DVD/VCR,
Overhead Projector, Sound System

CATHEDRAL HALL **$600 NP $350**

Cathedral Hall is a lovely wood paneled room with leaded glass windows. There is a 30' X 15' stage and 2500 square feet of meeting space. As one of our larger meeting spaces, this room will easily accommodate up to 170 people (depending on set up) or 200 people for a stand-up reception.

Suggested set ups:

Lecture up to 200
Round Tables up to 105
Banquet up to 170 (using stage)
Standing Room up to 200

A/V Equipment available:

Wired Internet Access for 1, LCD,
TV/DVD/VCR, Overhead Projector,
Sound System

CHAPEL/TRANSEPTS **$500 NP $250**

These spaces are very inviting to Cathedral groups. Enjoy the Cathedral as it was originally designed, meeting as well as worship space.

Suggested set ups:

Lecture up to 50
Conference/Open Square up to 30
Round Tables up to 30
Circle of Chairs up to 30

A/V Equipment available:

LCD, TV/DVD/VCR,
Overhead Projector

NAVE **$2500 NP $2000**

Renting of this space is determined on a case by case basis. If your event would require this space contact Director of Community Programs, Steve Loger at 216.774.0409 or sloger@dohio.org

HOSTEL SPACE **$600 NP $300**

A wonderful spacious area to host informal meetings and overnight adventures. Perfect for youth groups.

Only set up available is regular configuration.

A/V Equipment available:

LCD, TV/DVD/VCR,
Overhead Projector, Wired Internet Access