

**Trinity Commons**  
2230 Euclid Avenue  
Cleveland, Ohio 44115  
(parking lot entrance off of Prospect Avenue)

## **Space Use & Rental Information**

### **GENERAL INFORMATION**

Trinity Commons was created in 2002 as an environmentally-friendly renovation of Trinity Cathedral and the headquarters of the Episcopal Diocese of Ohio. The Commons is a home for mission and ministry in downtown Cleveland, including meeting rooms and conference facilities, the Trinity Art Gallery, and the Shops at Trinity Commons - Café Ah-Roma, Sacred Path Books & Art, and Ten Thousand Village Cleveland.

Trinity Commons is open seven days a week. Room reservations can start as early as 8:00 am and must normally conclude by 9:00 pm on weekdays and by 3:00 pm on weekends.

### **OUR SPACE COULD BE YOUR PLACE**

There are 14 different spaces for use by groups at Trinity Commons. A brief description of the 6 categories of space follows:

- **Meeting Rooms**

Our Meeting Rooms average 275 square feet and can seat 10 -14 people at tables. These rooms are perfect for small meetings, breakout rooms, or discussion groups.

- **Conference Rooms**

There are four conference rooms that average 510 square feet and each can seat approximately 35 people. A room divider can be opened, creating two larger conference spaces from the four rooms, each with a capacity of 70, depending on set up. These conference rooms are equipped with projector screen and can accommodate a variety of events, including: lunch meetings, workshops, training sessions, etc.

- **Trinity Art Gallery**

The Trinity Art Gallery is another unique space in which to hold your gathering. This beautifully restored space displays art exhibits from a variety of artists/groups 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.

- **Cathedral Hall**

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.

- **Cathedral Nave**

Trinity Cathedral's Nave is a beautiful space in which to have a sit down dinner, concert or gathering of groups of over 200. This space will comfortably hold 150 for sit down, or up to 500 persons when the seating is configured lecture-style.

- **Piazza**

The Piazza.....

## **EQUIPMENT RENTAL**

For any of your meetings at the Commons, we are able to provide you with use of the following included in the space fee: microphone, podium, flipchart, easel, overhead projector, projector screen, projector cart, and of course, tables and chairs. An LCD projector, TV/VCR, DVD, speakerphone and wireless internet access are available at an additional fee.

## **FOOD AND CATERING**

Your catering needs can be provided 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 is available to serve hot meals for a more formal setting; or we can supply you with a list of Preferred Caterers. A Kitchen Access fee will be charged to groups using an outside caterer, who needs to use the commercial kitchen on site. More information on each of these options is available when scheduling your meeting.

## **PARKING AT TRINITY COMMONS**

Entrance to the parking lot at Trinity Commons is available on a first-come, first-served basis. Generally, weekdays before 5 p.m. parking passes will be given to persons who are doing business or attending an event at Trinity Commons. All others will be charged \$3.00 for a parking pass to exit the lot. In addition, after 5 p.m., there will oftentimes be a parking fee (amount varies) to enter the lot for everyone, including those attending

meetings/events at Trinity Commons. **Please note that when possible, an effort is made to provide convenient parking for guests of Trinity Commons; however, neither parking availability, nor free parking can be guaranteed for anyone at anytime.**

**TOBACCO FREE CAMPUS**

The Episcopal Church seeks to protect the health and well-being of all who worship, learn and visit with us and the air that we breathe. In recognition of that commitment, the entire Trinity Commons campus is designated tobacco-free. There is no smoking or use of any tobacco products anywhere on the Trinity Commons campus, including the building, walkways and parking lot.

**SCHEDULING YOUR EVENT**

Your event should be scheduled as far in advance as possible to ensure the availability of space. At a minimum, events should be scheduled at least 72 hours in advance. Payment is due by the event date. (A late fee of \$25 per week will be assessed for past-due invoices.) Large events or events requiring multiple-day bookings require a 50% deposit to secure the date(s).

**RATES**

	<u>Non- Profit</u>	<u>Other Org.</u>
<b>Meeting Room</b>	\$ 25.00	\$ 50.00
<b>Conference Room</b>	125.00	150.00
<b>Cathedral Hall</b>	300.00	600.00
<b>Art Gallery</b>	300.00	600.00
<b>Cathedral Nave</b>	1800.00	1800.00
<b>Main Kitchen Access Fee</b>	100.00	(when using outside caterer)
<b>LCD Projector</b>	200.00	
<b>TV/VCR</b>	25.00	
<b>DVD</b>	25.00	
<b>Wireless Internet Access</b>	25.00	
<b>Speaker Phone for Conference Room</b>	25.00	
<b>Extended Building Hours</b>	100.00 per hour (or increment thereof)	

## **MISCELLANEOUS INFORMATION**

1. Benefits, receptions, private parties, dinners, etc. will assume the 'other' rates.
2. Rates include set up/tear down and use of tables and chairs.
3. The use of tape (cellophane, masking, duct, etc.) anywhere in the building is strictly prohibited.
4. Consumption of alcoholic beverages is sometimes allowed and must be determined as part of the Space Use contracting.

## **THE SHOPS AT TRINITY COMMONS**

Trinity Cathedral and the Diocese of Ohio support the local businesses in our midst. We ask that groups using space at Trinity Commons try to do the same when possible. Please patronize the shops at Trinity Commons. You will find third-world crafts, gifts and household decor; books, art and music; and, food and drink on the lower level of Trinity Commons (entrances directly off of Euclid Avenue) at:

**Ten Thousand Villages  
Sacred Path Books and Art  
Cafe' Ah-Roma**

## **FOR MORE INFORMATION, please contact:**

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