

## **POLICIES FOR USE OF THE P.E.O. CENTENNIAL CENTER**

The Centennial Center Meeting Room shall be made available to members of the P.E.O. Sisterhood for Chapter, BIL, Reciprocity and Unaffiliate events. The chapel may be used for Memorial Services for a deceased member.

The **west canopy entrance** marked “**Meeting Entrance**” **MUST** be used, unless previous arrangements have been made. Cars shall be parked in space provided at the rear of the building, keeping driveways clear at all times. Please inform your members and guests who are attending function.

**Please be certain your Guard is stationed at the door to admit your members for your activity, and the deadbolt is placed on the door when unattended.**

Members arriving late to your meeting may ring the doorbell for your Guard to admit them.

The SECURITY of the Centennial Center entrance to the Meeting Room is your chapter’s responsibility during your chapter meeting, luncheon or other activity. In scheduling your meeting, you are accepting this responsibility.

**For your information:** In case of emergency, be aware that the telephone number for the Centennial Center Meeting Room is 255-3153; **extension 3736.**

The following policies have been approved by the Executive Board of International Chapter:

- The use of the Centennial Center Meeting Room shall be limited to one meeting per group per calendar year, unless otherwise noted. No more than one meeting per day can be accommodated.
- Smoking is not allowed in the P.E.O. Executive Office and Centennial Center. There shall be no liquor served. Food or beverage shall be confined to the Meeting Room.
- The P.E.O. Sisterhood, its officers and staff members shall not be liable or responsible for the loss or destruction of any personal property left in the building.
- Hours available for scheduled functions are:  
Monday through Friday 9 a.m. – 3 p.m.

**In case of an emergency while at the P.E.O. International Office, call 911 immediately – (follow the instructions posted by the kitchen phone). Then dial Extension 3700 to inform the receptionist. She will notify the chief administrative officer of the situation.**

*This is a note to inform you in advance that:*

If inclement weather occurs, the P.E.O. Executive Office will be closed and your meeting will need to be rescheduled. **Our policy is:** if the Des Moines School District cancels school, due to inclement weather, our offices will also be closed.