


# POLICIES AND PROCEDURES

Department:	Policy #	Date Issued	Date Reviewed	Date Revised
Administration	RR2014	10/7/14	7/6/19	11/28/16
Subject :	Dept. Head:		Date:	
Room Reservations for Meetings, Functions, Activities, events, parties	Approved: 		Date: 7-6-2019	

**POLICY:** It is policy of Sherwood Oaks to allow common area rooms to be reserved for SORA, Administration, Marketing and residents/guests for meetings, activities, events and private functions. Please note: All outside performers or entertainment must be approved by Administration before a room will be reserved.

## PROCEDURE:

### SORA Items

- Only the current chair of the committee (or the person in charge of an activity) may reserve rooms for SORA meetings/programs/activities.
- Rooms will only be reserved for one year at a time using the Fiscal Year (July 1-June 30) schedule and should not be reserved any earlier than May 1<sup>st</sup> of each year unless prior approval is granted from the Executive Director. (SORA Board Meetings and quarterly dinners are exempt)
- The receptionist will check all rooms on campus when taking a reservation request for a program or activity. (This does not apply to meetings or private parties)
  - If there is another program or activity going on at the same time in a different location, the receptionist will alert you and suggest that you look for another date.
  - They will not deny the reservation but will let you know that there is something else going on at the same time.
  - If you choose to continue with the same date/time, the receptionist will alert the other party.
- You will be asked to initial and sign the reservation form and a copy will be given to you for your records. The form states the following:
  - Housekeeping Supervisor must be contacted at #8512 no later than 1 week prior to an event to discuss room set-up and fees\*.
    - ✓ Basic Room Set-up is included for no charge. This includes Auditorium Style, Card Table Style, "U" Shape or Board Style.
    - ✓ Other Room Set ups are available for a nominal fee. This includes: Round Tables or other set ups discussed with Housekeeping Supervisor.
  - Dining Services must be contacted at #8505 no later than 2 weeks prior to an event for server and/or catering fees\*.
  - You must contact a member of the SORA audio visual committee for sound system requests.
  - Security must have a list of outside guests no later than 2 days prior to an event for access to the campus.

\* Effective 7/1/14, There is a set-up fee for private parties or functions that require more than the basic set up listed on the reservation form. If your event falls on a holiday, extra rates apply. Speak with Housekeeping and/or Dining Services for details.

### **Administrative Items**

- Administration uses both a FY schedule and a rolling year (Jan-Dec) schedule.
  - ✓ The following dates are exempt from the above policy:
    - The Eggnog Party – the 1<sup>st</sup> Friday in December
    - Employee Christmas Party – the Thursday following the Eggnog Party
    - Resident Christmas Party – the Thursday following the Employee Christmas Party
  - All the above guidelines apply

### **Marketing Items**

- Marketing only uses a rolling year (Jan-Dec) schedule
  - ✓ Please Note: All Marketing events must be reserved by September 1<sup>st</sup> for events that start in January.
- All the above guidelines apply

### **Private Functions** (excluding Holidays)

- Rooms may be reserved for private parties/functions no more than one year in advance.
  - All the above guidelines apply
    - ✓ If a guest phones in a reservation, the form will be emailed or faxed to them and they must initial, sign and return the form within 3 days to secure the room.

### **Memorial Services**

- Please contact Housekeeping, Dining Services and Security as soon as possible to make arrangements for Memorial Services.