

# POLICIES AND PROCEDURES

Department:	Policy #	Date Issued	Date Reviewed	Date Revised
Administration	CA2014	10/7/14		
Subject : Holiday Reservations for Common Areas and Common Rooms	Dept. Head:			Date:
	Approved:			Date:

**POLICY:** It is policy of Sherwood Oaks to be fair to all residents reserving common rooms over holiday periods for private parties.

## PROCEDURE:

The Private Dining Room, Oak Room, Great Room, Cranberry Lake Grill, Summerhouse or Card Room may be reserved up to one year in advance of a holiday for a private party, **for one day only** during a \*holiday week, and may not be booked by the same resident/patio home 2 years in a row.

- If that room is not booked by another resident 7 days prior to a holiday, you will be permitted to reserve it for a 2<sup>nd</sup> year in a row.
- An additional day during this week may also be reserved if the room is available 7 days prior to the day requested.
- Reservations for the above rooms must be made at least 3 days prior to the date needed. (Please note that there is a \$25/hour set-up fee for private parties; please call a housekeeping supervisor for details.)
- You are responsible for contacting Dining Services to arrange for food and/or beverages if needed

\*A holiday week is defined as two days prior to the holiday and two days after the holiday.

- Example - Christmas is December 25<sup>th</sup>: December 23<sup>rd</sup> – 27<sup>th</sup> would be considered a holiday week.

Holidays include: New Year's Day, Valentine's Day, Easter, Mother's Day, Memorial Day, Father's Day, July 4th, Labor Day, Thanksgiving & Christmas Day.

Exceptions will be made for memorial services.

Please note: Sherwood Oaks is a Non-Smoking campus

Pets are not permitted in any of the above rooms

## PROCESS:

The receptionist will check for availability. If there is availability, he/she will ask for your information and fill out the Sherwood Oaks room reservation form. You are required to sign and date the form. If a guest is making the reservation, the resident associated with the guest will be asked to sign the slip in their place.