

POLICIES AND PROCEDURES

Department:	Policy #	Date Issued	Date Reviewed	Date Revised
Administration	CA2014	10/7/14		
Subject : Room Reservations for SORA Meetings and/or Activities	Dept. Head:			Date:
	Approved:			Date:

POLICY: It is policy of Sherwood Oaks to allow all residents to reserve common rooms for SORA meetings/activities/functions.

PROCEDURE:

- Only the current chair of the committee (or the person in charge of an activity) may reserve rooms for meetings/programs/activities.
- Rooms will only be reserved for one year at a time using the Fiscal Year schedule. The Fiscal year is July 1 – June 30.
- SORA Committee meetings/programs/activities should not be reserved any earlier than May of each year. (SORA Board Meetings are exempt)
 - Anything that is currently scheduled after June 30 of the current FY will be taken out of the computer.
- 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.
- Administration and Marketing do not use a FY schedule: they use a Jan-Dec schedule.
 - Please Note: All Marketing events must be reserved by September 1st for the following calendar year starting in January.
 - All the above guidelines apply
- The room reservation slip has been revised
 - Activities that need to be listed on the weekly bulletin will also use this slip, even though a room is not being reserved. (ex. Walk with a friend, games in the lobby, etc.)
 - Residents must circle yes or no if they want their activity/program listed on the TV channel and/or weekly bulletin.
 - Rooms must be reserved at least 3 days prior to an event date and you must contact a housekeeping supervisor to discuss set-up.
 - The person requesting the reservation must sign and date the slip
 - If you make your reservation over the phone, you will be asked to stop at the reception desk to sign the slip before it will be entered into the computer.