

“For Your Information”

(A periodic publication by Sherwood Oaks Executive Director, Annette McPeck)

November 21, 2016

Coat Room – Coats Only Please

I would like to remind you that the coat room in the main lobby near the reception desk is designed for coats only. Please do not store walkers in this area; these devices stick out from the wall and can cause a tripping hazard for anyone trying to find their coat. The Scooter Room/Gallery is the designated spot for these devices.

Updated Room Reservation Form

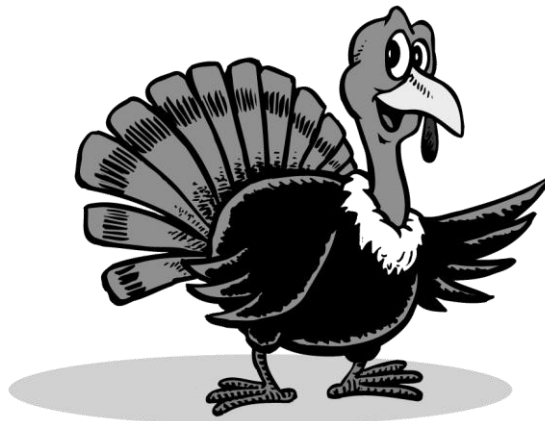
The reservation form that is used by residents, staff and guests to reserve a room for a meeting, party or event, lecture or entertainment has been revised. A few of the revisions include information that is needed regarding Housekeeping, Dining Services and Security. You will be asked to initial and sign the form and you will receive a copy for your records. (see new form on back of page) Please note: 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. If you have any questions about reserving a room or the new form, please see Tabby Alford.

Dining Room Reservations - 15 minute hold

We would like to remind you that there is a 15 minute hold on reservations made in the dining room. If you arrive more than 15 minutes late, your table may not be available when you check in at the host desk. You may be asked to wait to be seated or placed on a waiting list. Please understand that your timeliness is very much appreciated as it permits us to provide optimum service to all of our residents.

If you make a reservation and your party is running late, please call the main dining room at ext. 8659 (or 724-776-8234 if you live in the apartment building or the 600's) so that your reservation time can be adjusted.

Happy Thanksgiving



Sherwood Oaks Room Reservation Form

Requested by: _____ Today's Date: _____

Event/Activity/Program/Function: _____

Is this for a: SORA Committee _____ Memorial Service _____ Marketing _____
Administration _____ Resident Private Party _____

Room Desired: _____ Date(s) needed: _____

Time the room is needed (allow ½ hr for set up): from _____ to _____

Start time of activity/event: _____

How many people are expected: _____

Are any of them from outside of Sherwood Oaks? YES or NO

Is the Sound System Needed: YES or NO

Should this be listed on the weekly bulletin and/or channel 900? YES or NO

(If yes, a copy will be given to Phyllis Franks.)

Please initial:

___ Housekeeping Supervisor must be contacted at #8512 no later than 1 week prior to an event to discuss room set-up and fees*.

___ 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.

Please Circle the room set up needed

Basic Room Set-up (no charge): Auditorium Style / Card Table Style / "U" Shape / Board Style

Other Set up*: (fees will apply): Round Tables or Discuss with Housekeeping Supervisor

* Effective 7/1/14, There is a \$25/hr. set up fee for private parties or functions that require more than the basic set up listed above. Please note: If your event falls on a holiday, extra rates will apply. Speak with Housekeeping and/or Dining Services for details.

Additional information to note:

Requestor's Signature: _____

Phone Number: _____ Receptionist Initials: _____