

“For Your Information”

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

April 12, 2024

Oak Lodge/Patio Suite Reopening

All five Oak Lodge guest rooms and two patio suites will reopen for guests beginning Wednesday, May 8. Tabby Alford will begin accepting reservations for these rooms on Monday, April 15. Beginning April 29, reservations should be made with the receptionists.

Payments for overnight stays can be made by personal check or added to the resident's monthly bill. Cash, credit cards and/or non-U.S. checks are not accepted. Please remind your guests that pets are not permitted inside the Oak Lodge or Patio Suites and smoking is not permitted on the campus.

Oak Lodge - \$87.45 per night (includes taxes)

- Each room sleeps 3-4 people. If you have more than 4, you will need to reserve a Patio Suite.
- Check in time is 2:00 p.m.
- Check out & vacate room no later than 11 a.m. (Late check out fee is \$22 +tax).
- Rollaway bed and Crib (pack 'n play) - \$10 +tax each per night
 - Note: Rollaway bed is only available for Oak Lodge #1
- No Show fee is \$40 +tax per room (charged to the resident).
- Changes made within 5 days of check in date are subject to a fee of \$10.50 +tax.
- Breakfast provided daily in Café Sherwood.
- Wi-Fi is provided in the Oak Lodge and/or Main Lobby.
- Detailed information sheet is available at the Reception Desk.

Patio Home Suites (#247 & #248) - \$159.00 per night (includes taxes)

- Each suite has 2 bedrooms, a living room and one full bathroom – if you have more than 4 people, you must request additional rollaway beds.
- Check in time is 2:00 p.m.
- Check out & vacate room no later than 11 a.m. (Late check out fee is \$22 +tax).
- Rollaway bed and Crib (pack 'n play) - \$10 +tax each per night
- No Show fee is \$40 +tax per room (charged to the resident).
- Changes made within 5 days of check in date are subject to a fee of \$10.50 +tax.
- Breakfast provided daily in Café Sherwood.
- Wifi is NOT provided in the Suites – Wi-Fi can be accessed in the Oak Lodge and/or Main Lobby.

Detailed information sheet is available at the Reception Desk.

The policy for reserving the above rooms during holidays has been updated and will be available at the Reception Desk on April 15 for you to pick up and review. Note: there is a limit of 2 rooms/suites per resident during a holiday week.

Room Reservation Updates

Room reservation updates for meetings/events/parties, effective May 8, are listed below. Tabby Alford will begin accepting reservations for these rooms on Monday, April 15. Beginning April 29, reservations should be made with the receptionists.

Oak Lodge Great Room

This room will revert back to a living room area for overnight guests to use. It will also be available for small gatherings (up to 16 people) using a standard set up of furniture and card tables. All meetings and large parties will no longer be available in this room after May 5. Those affected will be contacted by Administration with a choice of alternate locations. Detailed reservation form (with room diagram) will be available at the Reception Desk on April 15.

Cranberry Lake Grill

This room is located on the lower level of the Oak Grove Center and is available for large meetings and/or private gatherings. Available set-ups include card table style (up to 40 people) or u-shape (up to 30 people). Detailed reservation form (with room diagrams) will be available at the Reception Desk on April 15.

Summer House/Pavilion

The Summer House is open May 1 - October 1 using a standard set up. We can accept reservations; however, your function may be moved to an alternate location due to renovations that are slated to begin this summer. As of today, renovation date is TBD. We suggest reserving the Cranberry Lake Grill or finding a venue off campus. Detailed reservations forms (with room diagram) will be available at the Reception Desk on April 15.

Card Room

Card Room reservations remain the same. Private parties/events (up to 30 people) can be held on Tuesdays or Wednesdays from 5:00-8:00 pm with limited options for room set ups. All other days, the room can be reserved using the standard room set up. Detailed reservation form (with room diagram) is available at the Reception Desk.

Conference Rooms

Private resident/guest meetings should be held in the following rooms:

- Conference Room – up to 14 people
- Small Conference Room – up to 6 people
- Sherwood Meeting Room – up to 10 people
- Chapel – up to 20 people

The policy for reserving some of the common rooms above during a holiday week has been updated and will be available at the Reception Desk on April 15 for you to pick up and review. Questions about room reservations should be directed to Tabby Alford at ext. 8460 or alfordtl@sherwood-oaks.com.

Catering to Resume

Catering services will resume Wednesday, May 8. Contact Jesse Komara at ext. 8505 for details and a catering guide with pricing. Sunday appetizers in the lobby will resume on May 19.