

# ***“For Your Information”***

(A periodic publication by Sherwood Oaks)

**May 5, 2026**

## **Room Reservation Updates**

We are happy to announce that changes have been made to room reservations for resident and staff meetings/events/parties. Some of the changes include increased availability and seating. Updated reservation forms are available at the Reception Desk. A reservation form must be submitted in order to use a room. A temporary hold can be placed on a room for three days. If we do not receive a completed reservation form after three days, the hold will be removed. Please note that only one private party/event/function is permitted per room/per day.

Holiday hours for the rooms below are 9:00 a.m. – 6:00 p.m. (New Year’s Eve Party is excluded.) Dining Services’ holiday catering hours are 11:30 a.m. – 1:30 p.m. from a set holiday menu. Contact ext. 8505 for further details.

## **Oak Lodge Great Room**

This room is located inside the Oak Lodge (guest hotel area) and is available from 9:00 a.m. – 8:00 p.m. daily using a standard set up of furniture and card tables. Special set-ups are not available, and you are responsible to clean up after your event. It contains a small kitchen with an ice machine. Complete details, including room diagram, are listed on the revised reservation form.

## **Cranberry Lake Grill**

This room is located on the lower level of the Oak Grove Center and is available from 9:00 a.m. – 8:00 p.m. daily for large meetings and/or private gatherings. It has a portable sound system and portable projector/screen. Available set-ups include card table style (up to 40 people) or u-shape (up to 30 people). Complete details, including room diagrams, are listed on the revised reservation form.

## **Sherwood Oaks Park - Summer House and/or Pavilion**

The SO Park is open April 15 - October 15 from dusk to dawn using a standard set up. Special set-ups are not available, and you are responsible to clean up after your event. The Pavilion holds up to up to 48 people and the Summerhouse holds up to 24 people. You have the option of reserving the entire park or just the Pavilion or Summerhouse. Complete details, including diagrams, are listed on the revised reservation form.

## **Card Room**

This room is located near the fireplace in the main lobby and overlooks the lake. It has a small bar, sound system and TV with an HDMI cord for presentations. It can be reserved for meetings/private parties & events (up to 50 people) Monday-Saturday from 9:00 a.m. – 8:00 p.m. and Sundays from 5:00 p.m. – 8:00 p.m. with options for additional room set-ups. Complete details, including room diagram, are listed on the revised reservation form.

## **Auditorium**

This room is also located near the fireplace in the main lobby and has a large stage, sound system and projector/screen. It can be reserved for memorial services/meetings/private parties & events (up to 80 people) daily with options for additional room set-ups. Complete details are listed on the revised reservation form.

## **Conference Rooms**

The following rooms are available for meetings:

- Conference Room (behind reception desk) – up to 14 people
  - includes wall mounted TV with an HDMI cord for presentations
- Small Conference Room (administrative suite) – up to 6 people
- Sherwood Meeting Room (lower level) – up to 10 people

Reservation questions can be directed to Tabby Alford at ext. 8460 or [talford@srcare.org](mailto:talford@srcare.org).