



Request for Use of Facility Common Areas

Name: _____ Phone #: _____

Requested reservation date: _____ Requested time frame: _____

Purpose of the room request: _____

Number of Guests? Adults: _____ Children: _____ *unable to reserve TLCR

Name of Resident(s) attending gathering: _____

Which area you would like to reserve?

- TLCR** (\$50 cleaning fee, 16+ age requirement for attendees)
- Beech Room** (\$25 cleaning fee)
- Activity Room** (\$25 cleaning fee, NOT available on Thanksgiving/Christmas)
- Beauty Parlor** (\$25 cleaning fee)
- Café Table** (Thanksgiving/Christmas reservations only, otherwise first come first serve)

Will BWH be providing guests with the scheduled meal? NO/YES **if yes: how many meals?** _____

Will you be bringing food into the facility? YES NO

Will alcohol be available? YES NO

Provide Room Reservation Policy and request that it be signed

FOR RECEPTIONIST USE ONLY Date Submitted: _____

A) \$25.00/\$50.00 cleaning fee received

B) Payment of meal tickets received at going meal rate? OR Not Applicable

C) Confirm reservation with individual who initiated Common Area reservation

D) Add reservation to Common Room Calendar in Outlook (N/A for Café reservations)

E: Scan reservation form and email attachment to "**ROOM RESERVATION**" distribution list.

*Distribution list includes CEO, Administrator, Facilities Director, Housekeeping Manager, Human Resources Director, Kitchen Manager, Kitchen Assistants, DON, 3rd floor Social Services, Receptionists.



Request for Use of Common Areas Process and Information

Common Areas at Beechwood Home are used primarily for facility activities and functions for residents and their guests. We encourage residents to enjoy all areas of the building, including common areas. Informal gatherings of family and friends are encouraged in addition to planned gathering that require reserving a common area for a private gathering. Non-resident groups may also request the use of facility Common Areas.

Process

- 1) "Request for Use of Common Area" form must be completed and signed by the individual/group wishing to reserve a room at Beechwood Home.
- 2) The "Request for Use of Common Areas" form can be obtained either at the 1st Floor Reception Desk or online at beechwoodhome.com.
- 3) Completed forms can be returned to the Receptionist or emailed to Melder@beechwoodhome.com.
- 4) Guests may elect to purchase a meal ticket if their common area reservations occur during a routine meal serving window. The cost of the meal must be paid in advance at the going meal rate.
- 5) All payments will be processed by a Receptionist. Acceptable forms of payment include cash, check or credit card via Apple Square.
- 6) Reservations are processed on a first come first serve basis by the Receptionists.
- 7) If alcohol is going to be available, the DON/ADON will be notified and verify if the resident has an alcohol order.

General Information

- 1) ALCOHOL: Per the Ohio Revised Code 3721.13 (A) 17, residents have the right to consume a reasonable amount of alcoholic beverages at their own expense unless not medically advisable. Staff and volunteers may only serve alcoholic beverages in accordance with a Physician Order. Alcohol for a resident's use must be stored in the nursing station. –Resident Handbook
- 2) Door(s) to Common Area need to remain closed while alcohol is available.
- 3) Residents may consume a reasonable quantity of alcohol at Beechwood UNLESS the Attending Physician has indicated the resident should not consume alcohol.
- 4) No smoking is permitted on facility grounds.
- 5) Children must be supervised by an adult and must not run up and down the hallways or jump on furniture.
- 6) Due to preservation efforts of the TLCR, children under the age of 16 are not permitted.
- 7) Please respect the privacy of our residents by remaining in and around the area reserved. The hallways and dwelling units are private.
- 8) Any furniture set up or moved must be put back the way it was found.
- 9) The area reserved must be left way it was found. Please place all trash into provided receptacles.
- 10) Cleaning fee does not apply to Café Reservations during holidays.
- 11) Cleaning fee is refundable for the Beauty Parlor upon inspection.
- 12) Private Party is responsible for providing all supplies needed for gathering.
- 13) Facility staff members are not available to provide assistance at a private gathering. If a resident needs assistance with an ADL matter, they need to return to the Clinical floor for assistance.

I have read and understand the Process and General Information above:

Signature

Date

Side 2/2