



ROOMS@ERUUF

WELCOME

#GOALS

- Facilities Coordinator's Role
- Shed Light on the Calendar
- Review Reservation Process
- Review Room Use Policies
- Look at Best Practices



#FACILITIESCOORDINATOR

Shawn Trimble
strimble@eruuf.org

- Front Line Office Guide
- Administrative Support
- Manage Calendar
- Internal/External Events
- Work closely with Jenny





Parks and Recreation - Ron Swanson and the Swivel Chair

<https://www.youtube.com/watch?v=Hyc1aMtnHJo>

#MEETINGSPLACE

255

April 2018

268+

April 2019

**SANCTUARY
CHAPEL
MUSIC ROOM
FELLOWSHIP HALL
COMMONS ROOM
ROOM 1
ROOM 3
ROOM 4/5
ROOM 7
LIBRARY
ROOM 15
NURSERY**



#THEPROCESS

- **Posted Calendar**
 - internal ERUUF events
 - external events
- **Web Calendar**
 - ERUUF events
- **Invisible Calendar**
 - special request
 - pending requests
- www.eruuf.org



Welcome

to the room reservation process. Planning an event can sometimes be overwhelming. But we are here to help!

We have meeting and event space for members, private groups and non-profits. Our rooms are available for day or evening meetings, workshops, receptions and events.

Room Request: Allison Mahaley,
06/09/2019 - ERUUF group -
one time ➡ Inbox



ERUUF Rooms Site 3:14 PM

to rooms ▾



A room has been requested!

ERUUF web calendar event (see below)

Date added 2019-04-17 15:14:06

Submission ID 2916

Contact Info

Your Name Allison Mahaley

Your Phone [3362120138](tel:3362120138)

Person Responsible

Person's
Name

Email
Address

Phone

Mailing
Address

Line 1

Mailing
Address

Line 2

City

State NC

Zip Code

Dates and Times

How many one time
times

Date(s) 06/09/2019

Times 11:30 AM - 3:30 PM

Hi Shawn, ; I failed to account for
the lunch time when Shawn and I

Date and Time	
Notes	Can you work any magic to find a time for us to have a combo event for probably 35-40 people who will need to eat lunch and meet in circles?

ERUUF Event Information

Event times	11:45 - 3:00
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Description

- Event	Wisdom Sharing Circles
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Calendar

Room Information

Number of people	35-40
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Food	yes: drinks; snacks; food
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Resources Needed	microphone-F.Hall; tables and chairs
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Room Preference	Fellowship Hall; none
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Reasons - Notes	Lunch, large group and small group listening circles
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#BESTPRACTICES

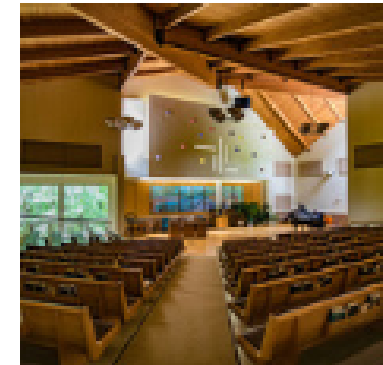
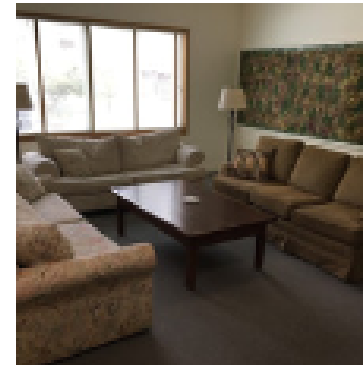
- 
- Do meet with a reservation
 - Do plan ahead
 - Do use the online form
 - Do factor setup/cleanup time
 - Requests are denied
 - RE programming is priority
 - Meeting may be shifted
 - Please leave pets home



#ROOMUSEPOLICIES

- 
- Room Neutrality is Important
 - Clean your Meeting Space
 - Wash dishes
 - Turn off Lights
 - Lock up
 - Return keys to Office
 - Avoid using Glitter
 - Take caution when using candles

THANK YOU



Thank You

FROM THE ENO RIVER UNITARIAN UNIVERSALIST FELLOWSHIP