ROOMS@ERUUFC

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@eruuuf.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
# THEPROCESS

- **Posted Calendar**  
  - internal ERUUF events  
  - external events  
- **Web Calendar**  
  - ERUUF events  
- **Invisible Calendar**  
  - special request  
  - pending requests

- [www.eruuf.org](http://www.eruuf.org)
Room Request: Allison Mahaley,
06/09/2019 - E RUUF group - one time

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
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 times
one time
Date(s) 06/09/2019
Times 11:30 AM - 3:30 PM

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

ROOMS@ERUUF
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

**Description**
- Event: Wisdom Sharing Circles

**Room Information**

**Number of people**
35-40

**Food**
yes: drinks; snacks; food

**Resources**
microphone-F.Hall; tables and chairs

**Room Preference**
Fellowship Hall; none

**Reasons**
Lunch, large group and small

**Notes**
group listening circles
#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

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