

<b>Miramichi Lodge Standard Operating Procedure</b>			
SECTION: Administration			SOP #: A-048
SOP: Use of Miramichi Lodge Amenities			
DATE: MAY/05	REV. DATE: FEB23/11	COVERAGE:	PAGE #: 1 of 3

**PURPOSE:**

To ensure that the public areas of Miramichi Lodge are accessible to Residents/Families/ Staff/Volunteers and the General Public, as required on a cost-recovery basis; such as the meeting rooms, Community Centre, Family Dining Room and Overnight suite. These public areas are made available to groups of meetings, get-togethers, and parties, ensuring that all scheduled events are handled with minimum disruption to residents.

The areas include:

AREA/SERVICE	COST PER USE Not-for-Profit	COST PER USE For-Profit	NOTES
COMMUNITY CENTRE			Refer to Appendix A
I	<b>\$100.00</b>	<b>\$200.00</b>	Maximum capacity 100 persons
II	<b>\$100.00</b>	<b>\$200.00</b>	Maximum capacity 100 persons
I and II	\$150.00	\$300.00	Maximum capacity 200 persons
MEETING ROOM (1st Floor)	<b>\$50.00</b>	<b>\$100.00</b>	Refer to Appendix A Maximum capacity 12 persons
BOARD ROOM (3 <sup>rd</sup> Floor)	<b>\$50.00</b>	<b>\$100.00</b>	Refer to Appendix A Maximum capacity 30 persons
FAMILY DINING ROOM	<b>\$50.00</b> Charge only when used for a meeting	<b>\$100.00</b> (as an alternate meeting space)	Refer to Appendix A Maximum capacity 8-10 persons
FAMILY OVERNIGHT SUITE	1. The Family Suite is available at no cost to families of palliative residents of the Lodge. 2. Overnight Accommodations for families of other Residents: \$35.00 per night	Not applicable	Refer to Appendix A Maximum capacity 2 persons
CHAPEL	\$100.00	Not applicable	Refer to Appendix A Maximum capacity 50 persons
MEAL SERVICE	\$10.00 per person	Not applicable	Tickets available for

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In RHA			purchase from Receptionist during regular business hours or through the vending machine in the Staff Lounge during non-business hours Maximum capacity 2 persons
In Family Dining Room	\$10.00 per person \$1.50 per person for Coffee/Tea	Depends on Menu	Must be pre-paid at time of booking Maximum capacity 8-10 persons
<b>ADDITIONAL ITEMS:</b>			
<b>Dishes and/or Cutlery</b>	<b>\$1.00 per place setting</b>	<b>\$1.00 per place setting</b>	
<b>100 Cup Coffee/Tea Perculator (empty)</b>	<b>\$18.00</b>	<b>\$18.00</b>	
<b>55 Cup Coffee/Tea Perculator (empty)</b>	<b>\$14.00</b>	<b>\$14.00</b>	
<b>Tablecloths (72")</b>	<b>\$6.00</b>	<b>\$6.00</b>	
<b>Tablecloths (any other size)</b>	<b>\$4.00</b>	<b>\$4.00</b>	

1. Inquiries and reservations for any of the above areas are made through the Receptionist during regular business hours (0800 to 1600) by verbal or written request.
2. Any requests for areas within the Resident Home Areas must be approved by the Director of Care and/or Client Programs Supervisor.
3. Any external requests for Miramichi Lodge facilities must be approved by the Administrator/designate via the Agreement (see Appendix A).
4. The Receptionist will:
  - (a) ensure the requested area is available, noting that resident use and/or facility need will supersede all other use;

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- (b) review the “Miramichi Lodge Event Check List-LESSEE” document (see Appendix B) with the lessee. Please note, this document can also be released to the Lessee for completion;
  - (c) complete the document entitled “Miramichi Lodge Event Check List-FOR INTERNAL USE ONLY” (see Appendix C) if additional resources are required, other than room booking;
  - (d) ensure the lessee is provided with the contact information for the Food Service Supervisor if catering, requests or supplies, is required. The FSS will advise the Receptionist of confirmation for catering;
  - (e) advise the Environmental Services Supervisor if tablecloths are required;
  - (f) complete a Work Order if room set-up/take-down is required;
  - (g) inform the Registered Nurse (RN) of the approved use for events starting and/or finishing outside of regular business hours through the use of the template memo (see Appendix D), so the RN can ensure appropriate security of the facility;
  - (h) copy the Environmental Services Supervisor on the memo to the RN so the room can be restored to its original condition following the event; and,
  - (i) make arrangements for a “Staff Liaison” if one is required on the day of the event for AV equipment, etc.
5. The signed Miramichi Lodge Agreement must be submitted to the Lodge in order to receive final approval.
6. The Registered Nurse (RN) in charge has the authority to provide the Family Suite during non-business hours to the family of a resident who has been deemed palliative. The RN will provide the family with the Miramichi Lodge Agreement (Appendix A) for signature prior to access and submit the completed form to the Administrator.

[APPENDIX A – Miramichi Lodge Agreement](#)

[APPENDIX B – Event Check List-Lessee](#)

[APPENDIX C – Event Check List-Internal Use Only](#)

[APPENDIX D – Template Memo to RN](#)