

Guidelines for Use of Reserved Longview Spaces

A number of different individuals and groups use Longview spaces for a variety of programs/activities. It is extremely helpful to all users of the room if the following guidelines are honored:

- If you rearrange the furniture in the room, please be sure to return it to its original configuration.
- If applicable, items in closets/cabinets/refrigerators belong to Longview. Please do not use these items without permission.
- Depending on the timing of your event/program, regular housekeeping may not be scheduled. If you have used food as a part of event/program and there is food or other perishable garbage in the trash, please remove the trash bag and take it to the nearest laundry room and place it in the large trash container located there.
- Please wipe tables and other surfaces off if they have gotten dirty.
- If something (solid or liquid) is spilled on the carpet and/or hard surface flooring, please do your best to remove the substance. Please call the Maintenance Department at 375-6340 to report. Make sure to give the location of the spillage and if additional vacuuming or extraction is needed.
- Upon leaving the room, please make sure all windows are closed, lights are off and the door(s) are closed and locked.
- Please do not use tape to adhere notices, decorations or flyers to walls, doors, ceilings, etc. Poster putty is available in Administration or Maintenance.

Thank you for your understanding and cooperation with these guidelines. If you have questions, please speak with the individual you have booked the room with.

NATURE OF EVENT

Event:
Date:
Time:
Group:

	Board Room – 2 nd Floor
	Sgrecci/Conference Room B – 2 nd Floor
	Auditorium – 3 rd Floor
	Brodhead Conference Room – Garden Level
	Rehabilitation Room – Garden Level
	Adult Day Room – 3 rd Floor
	Ithaca College Space – 2 nd Floor
	Pavilion – Outside Southwest corner

Guidelines for Reserving Meeting Spaces at Longview

The following is a list of all meeting spaces available at Longview:

Room Name	Level	Capacity	Contact	Phone No.
Administration CR	3 rd	10	For use by Ex. Director	375-6310
Adult Day Room	3 rd	12	Adult Day	375-6323
Auditorium	3 rd	93	Recreation	375-6335
Board Room	2 nd	42	Administration Office	375-6310
Brodhead CR	Garden	9	None*	
Interview Room	3 rd	8	None*	
Ithaca College Space**	2 nd	71	Recreation	375-6305
Pavilion	Outside	75+	Recreation	375-6335
Rehabilitation Room	Garden	37	Recreation	375-6335
Sgrecci Room /CR B	2 nd	30	Administration Office	375-6310

*These spaces are used on first come/first serve basis no reservation required.

**This space is used jointly by Longview and Ithaca College and may take a little longer to book.

It is important to know that Longview is a busy organization. Meeting spaces are being used by Longview staff, Ithaca College teaching staff, programming for tenants/residents and tenants/residents for all types of uses; many of which are used on a daily, weekly and monthly basis. Please note the maximum capacity listed for each room.

- **Book your room as early as possible** to ensure your meeting space will be available when you need it. Do not assume that because you use it, for example, the 1st Thursday of each month, you have it next month. You NEED to reserve your room with the people who reserve each specific space or you risk the possibility it may not be available.
- **Be ready** to give your name, phone number, and the start/finish time of your meeting/event when you call to reserve the room.
- **If you are a Longview resident/tenant planning a private gathering**, you should speak with Recreation and they will assist you with this process. For example, if you need refreshments, a special set up, equipment, etc., Recreation will let you know each of the appropriate departments that will need to be contacted directly for the ability to perform the services you wish, then a Longview's Special Events Planner needs to be completed with the agreed to information, copied and distribute copies to the appropriate personnel noted in the Special Events Planner.
- **For Tenant Council members planning committee meetings:** when you need to reserve a room, please speak directly with the contact person for the room you wish to use.
- **Please follow the guidelines** for usage of the room on the back side of this form.
- **Ithaca College Classroom:** this is room primary used by Ithaca College and is also used by Longview for programming. Please note that when using this room there is a special set of guidelines to follow. You will receive a copy when you book your room.
- **Board Room:** this room is primary used for Ithacare board of director meetings, their committees and tenant council meetings.
- **Pavilion:** This is located outside to the southwest corner of our building. This may be reserved for Longview functions as well as functions for Longview tenant/residents and their families – please see Recreation to reserve this space and receive the necessary information to use this space.