

The Leamington United Mennonite Home and Apartments

**POLICY AND PROCEDURE**

**CATEGORY:**  
Administration

**SUBJECT:**  
Meeting & Conference  
Facilities

**SECTION:**  
M  
**POLICY:**  
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**DATE:**  
September, 2004

**Signature:** \_\_\_\_\_

ADMINISTRATOR

**REVISION DATE:** January, 2013, April, 2013, October, 2015

**MEETING & CONFERENCE FACILITIES**

**POLICY:** The Leamington Mennonite Home: Long Term Care Residence makes space available to residents, their families, staff, Board, and community organizations for meetings, activities, celebrations and functions.

**PROCEDURE:**

- The following areas may be reserved for functions in the Long Term Care Residence:
  - Meeting Room
  - Program Activity Areas: One Per Floor
  - Lounges: One Per Floor
  - Chapel - \$100.00 for funeral visitation and \$100.00 for funeral service
- These facilities may be reserved by contacting Reception Services in the Long Term Care Residence. Other services such as coffee/tea, dishware, and table and chair setup require a fee.