Sales and Catering Function Room Maintenance
Quick Reference Guide

Introduction

This Quick Reference Guide will explain the procedure for the addition or revision to meeting space in *Sales and Catering* which includes managing Function Rooms, additional room information, Combination Room Management and Room Set-ups.

Function Rooms created in *Maestro* should represent any meeting space both on and off property that functions or events may be booked in to. This should include any Lobby Space, Restaurants, and Outdoor Facilities.

Procedure

To view or manage current Function Rooms in *Maestro* or to create new Function Rooms, begin by logging into *Sales & Catering Maintenance.*

Select the *Main* menu and then selection *Function Room Maintenance.*

To LOCATE or CREATE a Function Room:

> 1) Use the 'PgDn' button on the keyboard, with your cursor in the BUILDING or ROOM field.

To print a list of existing Function Rooms, go to the File Menu and select Print All – this provides the user with a list of all current function rooms that have been configured.

There are four steps to be completed for any new Function Room setup in *Maestro* which include:
- Creating the new Function Room and Identifying the Room Specifics
- Additional Text regarding Function Room
- Inputting the appropriate setups for the Function Room
- Recognizing any combination rooms that effect the new Function Room

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Creating New Function Rooms and Identifying the Room Specifics

This is where the specifics of the room are created, and the price that is charged exists.
TO CREATE a new Function Room in *Maestro*:
   1) Use Create (F6) with your cursor on the BUILDING or ROOM field.

Building	The building code that was established in Building Maintenance-Global
Room	A code that represents the abbreviated room name. *This is an 11 character alphanumeric field.*
Description	This is the description that will appear on the availability charts. *This is a 30 character alphanumeric field.*
Daily Rate	Dollar value that represents the daily rental rate of the room
Hourly Rate 1	Hourly room rate if applicable
Minimum Hours 1	Minimum number of hours that the room maybe rented at the above rate
Hourly Rate 2	Second hourly rate if applicable.
Minimum Hours 2	Minimum number of hours that the room maybe rented at the above rate.
Room Length	Length in Feet
Room Width	Width in feet
Room Height	Height in feet
Square Feet	Square footage of the room. This number may represent the total area, or only the useable area of the room.
Avg Set Up	Average length of time required to set up this room in minutes
Ave Tear Down	Average length of time required to clean the room in minutes
Posting Code	Posting Code under which revenue for this room should be allocated. You must select from valid codes entered in Posting Code Maintenance. *Can F8 to lookup available codes*
Room Priority	Display priority for this room on the availability screen. If no priority is entered the rooms will be displayed alphabetically

NOTE: Only the Yellow fields are Mandatory, as well as a Setup (found under the Window Menu) in order for the room to be created.

Step Two – Additional Text Regarding Function Rooms

Additional Text may be added to the Function Room. This is a Notepad feature and you can type in room details. No creation is necessary. This will not show up on the Function Sheet (or anywhere else) as it is for information purposes only.

To access the Text Option, choose *Window │ Text* from within the Function Room Maintenance screen.
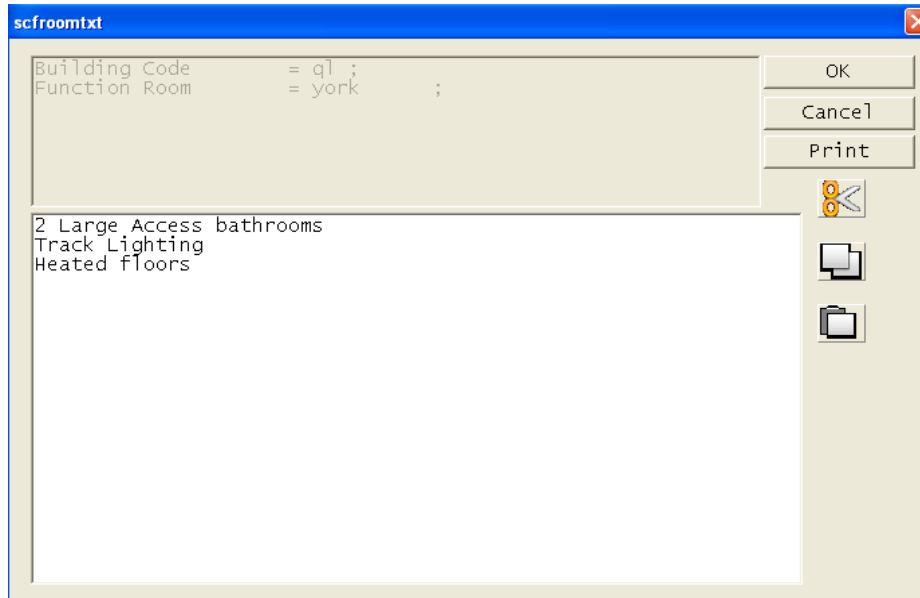

Inputting the appropriate setups for the Function Rooms

All of the appropriate Set-ups and Functions that are associated to the Function Room should be added during creation. Included in this information are the capacities for each room for the specified set-up.
Note: Functions rooms will not show on the Availability screen until they have room set-ups attached to them

To access the Setup option, choose *Window │ Setup* from within the Function Room Maintenance screen.
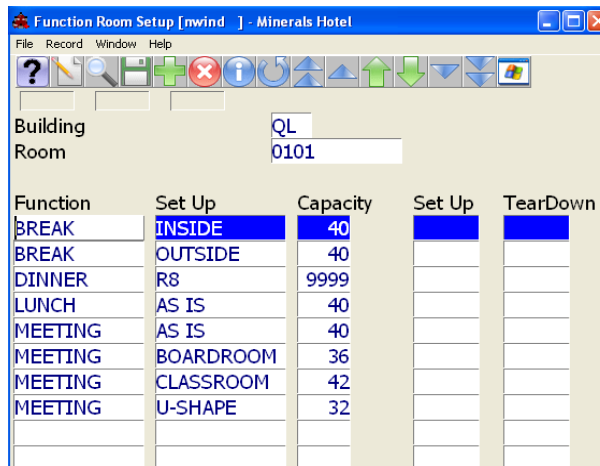
The Building and Room will populate from the function room that you have created.

To Attach a Function and Setup to the new Function Room:

1) Use the Create (F6) Key to create a new Setup for the Function Room
2) Use the Lookup (F8) Key to look-up the Function type
3) Use the Lookup (F8) to look-up the Setup type

4) In the Capacity field, enter the maximum capacity the each individual Function and Set-up can accommodate. An error will appear to the user during a booking if the Function Room cannot hold the capacity that has been specified.
5) Fill out the Set-up and Tear Down times if necessary. This is not a mandatory entry.

> NOTE
> Located in the Main Menu screen, there is an option to add a setup and function to multiple rooms, under *Setup │ Global Function /Setup Update*
> This feature is useful in the event that a Function and Set-up needs to be added to a variety of function rooms at one time. This saves the user time, rather than having to go into each individual Function Room and add the Set-up. The default capacity for each Function and Set-up will default to 9999, and will need to be modified within each room.

Identifying Combination Rooms

A Combination Room is created in the event that a room can be broken down into sub-rooms. Combination Rooms can be created to link two or more Function Rooms together. By grouping rooms, the entire "Combination Room" can be booked at once, while still leaving the option to book each room individually. When one portion of the room is booked, it will flag the ENTIRE combination as unavailable. All individual rooms and the "Combination Room" must exist before combination rooms can be assigned.

To access the Combination Rooms, choose *Window │ Combination Rooms* from within the Function Room Maintenance screen.

In this example, the York Room can be broken down into 2 distinct rooms; The Balmoral and the Windsor. If the Windsor is booked independently, the York will become unavailable.
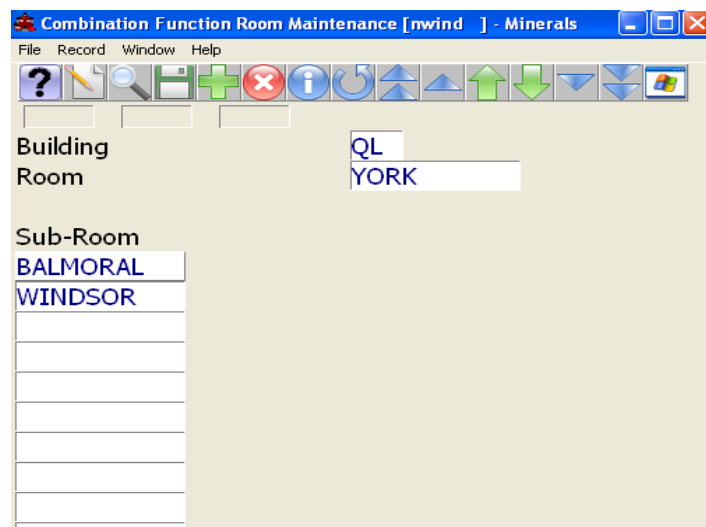
TO CREATE a Combination Room:

1) Begin from the main room that encompasses the other rooms.
2) Go to *Window │ Combination Rooms*
3) Use the Look-up (*F8)* key in the Sub-room field and select the first room that will be part of this "Combination Room".
4) Repeat step number 3 as required for each additional room.

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Note: Combination Rooms may include the same room multiple times to allow for ease in booking. For example, the below Grand Georgian Ballroom includes Ballrooms A, B and C. A separate Combination Room may be built for utilizing only Ballrooms A&B. If the 'GeorgianAB' Room is booked, the Grand Georgian Ballroom would show as being unavailable and would only be able to be booked if it were waitlisted (if enabled).

MODIFICATIONS TO CURRENT FUNCTION ROOMS

Existing Function Rooms may be edited at any time.

TO EDIT a Function Room

1) By choosing the 'PgDn' Key, locate the Function Room you wish to modify
2) Place your curser on the desired field to edit.
3) Select the *Window* option from within the Function Room, and make any changes to the *Setups, Text*, or *Combination Rooms.*

Note: The BUILDING and ROOM field may not be adjusted; however, all other field can be modified.

CHANGING THE DISPLAY ORDER OF FUNCTION ROOMS ON ROOM AVAILABLITY SCREENS

The order in which all Function Rooms appear in *Sales and Catering* can be modified, allowing for better placement of more frequently booked rooms.

The ROOM PRIORITY at the bottom of Function Room Maintenance allows for this option.
By placing your cursor on this field and entering a numeric value (1 being top of the list), rooms can be placed in a preferred order.
If no priority is entered the rooms will be displayed alphabetically.
If a single room is not given a priority, it will list at the top of the Availability Chart.