



EST. JOSEPHINE 1889
MANSION
AN UNBRIDLED COMMUNITY

EVENT CENTER & VISITOR GUIDE

Bringing Visitors onsite for a program? Together we can make this a safe and seamless experience for your visitors and staff. Visitors should be essential to the program only. Our of the safety and health of our employees we are still limiting visitors as much as possible.

For any COVID related questions please refer to the COVID documents that P&P has provided: <https://unbridled.in/covid-resource-center/>

VISITOR GUIDELINES:

Prepared by P&P and should be provided to your visitor prior to arrival (We will have a branded designed format soon). Visitors are required to follow all the same COVID office protocol to help protect themselves and our staff.

<https://unbridled.in/wp-content/uploads/2020/09/Office-Guidelines-for-Visitors.pdf>

VISITOR CONTACT TRACING LOG:

All visitors are required to be logged and monitored onsite by a "host" during their visit. Please complete this form for every visitor (sorry, it is redundant).

<https://unbridled.in/visitors-log/>

PARKING FOR VISITORS:

If parking for your visitors is needed, please send a request with the dates and number of spots to the facilities team. Please send 24 hours in advance. There is a total of 28 spots (15 fulltime employees = 13 spare spots for production, you, and your visitors)

<https://unbridled.in/forms/facilities-request-2>



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INTERNAL COMMUNICATION:

- Inform the staff that visitors will be on site through the Teams Josephine chat.
 - *Margo can add you if you are not on it). Please post **at least 24 hours prior** to arrival so that staff can make alternate plans if needed.*
 - **Include:** *How many visitors, dates/times, where they will be working, who is their host for the day if there are any questions.*
- **Booking and using the Josephine Event Center:**
 - *Coordination with production is required, if not already done. Send an email to @Blaise with the date and times planned. Please include set up needs.*
 - *Once coordination has been confirmed, then send an Outlook calendar meeting request to officially hold the space, **only if** this is not an event managed by Unbridled Production. On the meeting request select ("Josephine Event Center") Blaise is monitoring/approving these requests and will be aware of the request coming in.*
 - **Outlook instructions:** <https://unbridled.in/facilities/schedule-meeting-rooms>
 - *All visitors should enter through the Event Center doors and avoid entering into the house as much as possible.*
 - *COVID maximum occupancy in the Event Center is 25 (not counting furniture).*
 - *Gifted is utilizing the Event Center Kitchen as a storage space.*

BOOKING JOSEPHINE LIVING ROOM AND BOSWORTH MEETING:

These spaces offer a retreat from the production studio in the event center. However, there are special considerations to keep in mind as these spaces are high traffic areas for all full time staff in the building.

Both the Bosworth Meeting Room and Living Room can be booked as a standard meeting space through Outlook.

- Outlook how to: <https://unbridled.in/facilities/schedule-meeting-rooms>
 - *"Bosworth" – the large table/ meeting room on the main level. This can be an enclosed room with the pocket doors.*
 - *"Josephine Living Room" – Sitting area adjacent to the Bosworth meeting room on the main level.*
- **Special considerations:**
 - *If you are utilizing both the Bosworth and Living Room then this limits employees easy access to the kitchen. Please provide a clear pathway to allow people to follow current office guidelines.*



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- *The building's only printer is on the first floor and right next to the Living Room, please do not block access.*
- *There are desks on the main level right next to the spaces. Closing the wood doors between the spaces is considerate. It is not soundproof though.*
- *Visitors should use the Event Center restrooms - walking through production studio or walk outside and through Event Center Door*
- *If you plan to give a tour of the Josephine Event Center then please notify Blaise so he can inform the team and The Center can be ready for viewing.*

INCIDENT REPORT:

- If during your guests visit that an incident happened (trips, fall, cuts, etc.) please report at this link: <https://unbridled.in/facilities-incident-form>