

# From housing to household items and more, put it on the Trading Post!

If you're seeking or offering housing, child care, a carpool or household items, check out HRRMC's Trading Post. The Trading Post bulletin boards are located by each employee time clock on the first floor. Forms are available on each board.

## Trading Post guidelines

Per the [Bulletin Boards for Official HRRMC Communications Policy](#), an employee Trading Post notice must meet the following criteria:

- Trading Post notices must be on the provided *TRADING POST* form only.
- Trading Post notices must be signed by the employee placing the posting.
- Only HRRMC employees, medical staff or Auxiliary members may post items on the Trading Post.
- Trading Post items are limited to:
  - buying or selling personal autos, or personal or household items only;
  - dwellings for rent or wanted to rent;
  - child care services offered or wanted;
  - carpooling information

*Notices that do not meet the criteria above, and any other items that are added to the bulletin board (i.e. flyers, business cards, etc.) without prior approval from the Marketing department, will be removed.*

## Housing wanted/available

If you are **seeking housing** in the area, don't forget to check out the "Rental Properties" folder on the Userpublic network drive. If you are **offering housing** and would like your flyer added to the Rental Properties folder, please email HR Recruitment Specialist Theresa Jimerson at [theresa.jimerson@hrrmc.net](mailto:theresa.jimerson@hrrmc.net). (You can also post a notice on the Trading Post board that directs people to the Userpublic drive for more details and photos.)

## Community needs and services, and lost & found items

For community needs or services relevant to HRRMC employees (i.e. food drives, free tickets, etc.), or for lost and found items, please contact Marketing at [info@hrrmc.net](mailto:info@hrrmc.net) to request a Sharepoint post. (Posts are subject to approval.)

**As a reminder, employees may not solicit for any reason or distribute literature for any purpose during working time or in working areas per policy.**

If you have any questions, feel free to stop by the Marketing department or call x2217.

<b>Date Posted</b> <small>(Removed after 30 days)</small>		
<b>TRADING POST NOTICE</b>		
<small>Must be HRRMC employee to post; highlighted fields are required.</small>		
<input type="checkbox"/> For Sale	<input type="checkbox"/> Wanted to Buy	<input type="checkbox"/> Child Care
<input type="checkbox"/> For Rent	<input type="checkbox"/> Wanted to Rent	
<input type="checkbox"/> Carpool Contact – Driver or Rider <small>(Driver's own liability insurance may be affected with carpool-for-hire)</small>		
Details: _____ _____ _____ _____ _____ _____		
Contact: _____		
<b>Name</b>	<b>Number</b>	