

**USE OF PUBLIC SPACES**

**BPE 6**

**INTENT**

To provide guidelines for the use of shared space and ensure that Program needs are given priority and that our community partners are welcomed whenever possible.

**POLICY**

Public rooms are available at Community Services for use by staff and members of the public. Community Services activities will have priority wherever possible. The Society will ensure that a system for reserving the space is maintained and that the rooms are cleaned and maintained to a reasonable standard.

**PROCEDURES**

**A. Inlet Children's Room and Children's Kitchen Procedure**

1. The Children's Room and Children's Kitchen are used by several different programs. The Inlet Avenue Receptionist maintains the schedule. All users will reserve space by contacting the Receptionist.
2. Each user is responsible for cleaning up after use of either room. A clean-up checklist is provided by the Inlet Avenue Receptionist. Report any repairs or maintenance that are required through the repair and maintenance log located at the front desk.
3. Upon leaving the room please ensure that the lights are turned off and heat turned down and that the blinds are drawn. Please lock all windows including the bathroom window before leaving the building.
4. During group child care, users will comply with the child care policy and procedures, and will not use any toys or equipment that are not age-appropriate for the group.

**B. Inlet Conference Room Procedure**

1. The Conference Room is used by a variety of Programs and groups. The Inlet Avenue Receptionist maintains the schedule. All users will reserve space by contacting the Receptionist.
2. Each user is responsible for cleaning up after use of room. Report any repairs or maintenance that is required through the repair/maintenance log located at the front desk.
3. Lights and heat are to be turned off, windows closed and locked, and blinds drawn.

4. Users will leave the room promptly at the stated time, to free the room for the following user.

**FACILITIES USE BY EXTERNAL GROUPS**

Community Groups are required to complete a Facilities User Agreement and provide a Certificate of Insurance. The Receptionist manages this function.

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| <b>EFFECTIVE: Dec. 1, 2015</b> | <b>APPROVED BY: Executive Director</b> |                            |
| <b>REPLACES: April 1, 2014</b> | <b>MONITORING: Executive Director</b>  | <b>FREQUENCY: Annually</b> |