



# EDGE Learning Centre

Bulkley Valley Collaborative Learning Society

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## Policy Agreement: Facility Access Policy

### Access to the Learning Centre:

We welcome our EdGE members to access our facility during EdGE Heartwood hours, and to make requests for access outside of those hours, in order to respect the time and confidentiality of those who have scheduled and booked the use of our facility spaces.

Check the availability online: [https://bvcls.org/?page\\_id=364](https://bvcls.org/?page_id=364), or here:

<https://calendar.google.com/calendar/embedsrc=president.bvcls%40gmail.com&ctz=America%2FVancouver>

Make your request by filling out the online form: <https://forms.gle/fK4tz5xQN5Uk3tB18>

Once your request is approved, you will be provided with an access code to enter the learning centre. Access codes are strictly for individual use and should not be shared with non-members or unauthorized individuals. Members are responsible for ensuring the security of the access code and must promptly report any suspected misuse or security breaches to the management.

### Hospitality and Contribution:

We welcome all members to our learning centre and encourage them to contribute positively to our community.

As part of our commitment to hospitality, we provide amenities such as toilet paper, tea, and access to the internet and photocopier for member use.

We trust that members will use these amenities responsibly and considerately, keeping in mind the needs of others and the costs associated with maintaining them, and consider a monetary or replacement donation for supplies used.

Access is not a guaranteed privilege to members year-over-year. Many factors such as budget, fiscal responsibilities, capacity, management, paid rental requests and outside community partnerships may limit the ongoing availability or access.

### Acknowledgement of Costs:

While access to the learning centre is primarily provided at no direct cost to members, it is important to acknowledge the operational expenses incurred by the centre.

Members are encouraged to be mindful of the resources they utilize, including but not limited to toilet paper, tea, and photocopier use.

Contributions in the form of donations or volunteering time are appreciated and help support the sustainability of our learning centre for the benefit of all members.

### Member Facility Access Agreement:

As a member of EdGE Learning Centre, I agree to :

clean up after ourselves, washing dishes used, disposing of any waste in designated bins and leaving shared spaces tidy for the next user.

turn out lights and conserve energy when leaving rooms unoccupied.

not to use materials, supplies, and classroom consumables without permission.

ensure and double-check that doors are securely locked and windows are shut before leaving the premises, maintaining the safety and security of our learning center for all members.

not to share the key code with others.

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## Access Outside of Program Hours:

Members seeking access to the learning centre outside of program hours must reference the booking schedule to ensure availability, and use the online booking form to submit your request. Access outside of program hours is subject to availability and must be arranged in advance to avoid conflicts with scheduled activities or maintenance.

## Responsible Resource Management:

Members are encouraged to minimize waste, conserve energy, and respect shared resources. Any misuse or abuse of resources may result in restrictions on access privileges or additional charges.

## Feedback and Communication:

We value open communication with our members and welcome feedback on how we can improve our services and amenities.

Members are encouraged to reach out to the board or Executive Director with any suggestions, concerns, or questions regarding access, amenities, or policies.

By adhering to this policy and pledge, we collectively contribute to creating a welcoming and inclusive space where all members feel valued and supported in their learning journey.

Thank you for your cooperation and commitment to our shared community space.

EdGE Learning Centre

## **Procedure: Learning Centre Cleaning and Exit Checklist**

- Learning Centre Cleaning Checklist:
- Wipe down all touch points, tables, light switches, etc.
- Sweep floors.
- Wash dishes/put in the dishwasher.
- Vacuum floors, including entryway rugs.
- Dry and wet mop floors. Utilize Nutra Cleaner for classrooms.
- Clean tables.
- Take out garbage and replace it with new bags.
- Take your recycling
- Clean bathrooms, including floors.

## **Exit Checklist:**

- Have you completed all steps on the cleaning checklist?
- Are windows locked?
- Are lights turned off?
- Has the key been returned to the lockbox?
- Sign and date the log book near the front door

Thank you for your attention to these details.

Your cooperation ensures the smooth operation and cleanliness of our learning center.

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