

## Use of the Childcare Centre Policy - # 4-50

Cridge Centre for the Family

May 2005

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The Childcare Centre may only be booked for use by a Coordinator or a Manager of a Cridge program. There will be no bookings for occasions or agencies not affiliated with the Cridge Centre or directly linked to the services we provide (i.e. a regional meeting for brain injury service providers is okay, but an individual wanting a location to give a poetry workshop is not.)

No rooms may be booked between 7:30 am to 5:30 pm, Monday through Friday. Every booked function, its set-up and take-down, must all occur outside of these hours.

A Coordinator/Manager will need to get a building code and key from the Maintenance Department and will need to be present during the function in order to take responsibility for building security and content safety.

Rooms must be booked through the Childcare Centre Supervisor by the Coordinator or Manager. At the time of the booking, please provide the room numbers of the rooms required, the date and time frame being booked, and the function description.

EXAMPLE:     Mary-Jo Smith, Room 206, May 30 from 6-9 pm  
                  Early Childhood Educators of BC Meeting

The booking Coordinator/Manager will ensure that only the room(s) booked will be used, that all unused areas of the building will remain secured, and that all materials (coffee, dishes, etc.) will be brought into the room by the booking program. They will also ensure that the rooms used are returned to their original configuration and status.

No materials may be borrowed from the Childcare Centre (i.e. paper, pencils, milk, coffee, etc.)

If any problems arise, (rooms not put back correctly, equipment or supplies missing, damage, rooms not cleaned up properly) then the coordinator or manager will need to make arrangements for securing space elsewhere in the future.