

## Non-Profit Drop-in Centre & Meeting Space Policy

### Demographic Use Policy

- Volunteer Manitoba's Non-Profit Drop-in Centre is open to be used by Non-Profit Organizations, Charitable Organizations or Grass Roots Organizations.
- The Non-Profit Drop-In Centre is to be used for organizational work such as meetings, organizational research, access to Grant Connect, photocopying, printing and computer usage.
- Personal use of the space is prohibited.
- Volunteer Manitoba reserves the right to determine who qualifies to use the Non-Profit Drop-In Centre.

### Visitor Use Policy (Code of Conduct)

- **Behaviour that will NOT be tolerated:**
  - o Disruptive behaviour
  - o Verbal abuse including yelling, swearing, threats or harassment of others
  - o Intoxication or substance abuse
  - o Sexual misconduct or stalking
  - o Vandalism or any criminal activity
  - o Activities that interfere with another individual's use of the space or interfering with staff performing their work
  - o Loitering in the space after the agreed upon time expires
  - o Smoking or vaping
  - o Discrimination or harassment
- **Anyone found to be breaching the Code of Conduct will be asked to leave immediately.**
- **Respect for Diversity and Equality:**
  - o Volunteer Manitoba is committed to building and fostering a fair and inclusive workplace that values diversity and encouraged respect for dignity, beliefs and ideas.
  - o Volunteer Manitoba aligns with the Manitoba Human Rights Code and recognizes the right of all individuals to be treated in all matters solely on the basis of their personal merits and to be given equal opportunity as every other individual.  
<https://web2.gov.mb.ca/laws/statutes/ccsm/h175e.php>
- **Clean Up:**
  - o Volunteer Manitoba expects all organizations to respect the Non-Profit Drop-In Centre space and to leave the Centre in the condition they found it.
  - o Any organizations found to be breaching this policy may be banned from future use of the Centre.
- **Expectations:**
  - o Volunteer Manitoba expects all individuals to dress appropriately, shoes and shirts must be worn at all times.
  - o Volunteer Manitoba allows the use of cellphones and other personal technology.

- Any use of personal technology must be done in a manner that is not distracting to anyone else in the office.
- Volunteer Manitoba expects all individuals to act in a professional manner.

## **Time Frame Policy**

### *Booked Meeting Space Policy*

- Volunteer Manitoba allows non-profits, charitable and grassroots organizations to book meeting space for 90 minutes per day, within the scheduled time frames (see below).
  - Scheduled Time Frames:
    - 9:00am - 10:30am
    - 10:30am – 12:00pm
    - 12:00pm - 1:30pm
    - 1:30pm – 3:00pm or 2:30pm – 4:00pm
- The scheduled 90 minutes per day includes set up and clean up.
- The scheduled meeting space can fit 12-14 people.
- The space must be booked between 9:00 am and 4:00 pm, Monday to Friday.
- Bookings may be accommodated after hours on Monday to Friday, between 4:00 pm and 7:30 pm, and weekends between 9:00 am and 1:00 pm, at the discretion of Volunteer Manitoba. Please contact the Community Relations Coordinator if you would like to book the space after hours.
- The Non-Profit Drop-In Centre will be closed on all Stat Holidays and from December 24<sup>th</sup>- January 1<sup>st</sup>.
- Volunteer Manitoba reserves the right to cancel bookings if organizations are found to be monopolizing/exploiting the space.
- Time frames are only to be booked per organization and cannot be booked for more than one time frame per day by employees or volunteers representing the same organization.

### *Drop In Policy*

- Organizations are allowed to drop-in to use the centre.
- The Non-profit Drop-in Centre works on a first come first serve basis.
- Drop-ins are permitted Monday to Friday between 9:30am – 4:00pm.
- Organizations must understand that the drop-in centre is a shared space.
- Volunteer Manitoba reserves the right to ask organizations to leave if they are found to be monopolizing the space.

### *Cancellation Policy*

- Volunteer Manitoba reserves the right to cancel a scheduled meeting time frame up to 72 hours in advanced of the booked time.
- Non-profits, charitable and grassroots organizations have the right to cancel a scheduled meeting time frame up to 72 hours in advanced of the booked time.

- Please let Volunteer Manitoba know as soon as possible if you cannot arrived for the scheduled time frame. We will do our best to accommodate you, or reschedule you for another time frame.

#### *No Show*

- In the event that the organization doesn't show up for the scheduled time frame, Volunteer Manitoba reserves the right to ban organizations from future use of the space.
- Please contact us if you cannot make it for your scheduled time frame, we understand that life happens but we want to make sure the space can be used for others if it's available.

#### **Computer Use Policy**

- Volunteer Manitoba prohibits the use of its computers for illegal, unethical or criminal purposes.
- The computers are to be used for the purpose of organizational research or work.
- Volunteer Manitoba reserves the right to ban individuals for misuse of the computer.

#### **Printing and Photocopying**

- Volunteer Manitoba permits organizations to print 50 pages per month.
- Volunteer Manitoba offers a photocopying service to all Organization. Organizations may photocopy a maximum of 50 black and white photocopies per month at a fee of 10 cents per copy. Exceptions may apply.
- Coloured photocopies may be permitted at a fee of 35 cents per copy.
- Organizations must contact Volunteer Manitoba staff to make copies.

#### **Food and Drink Policy**

- Volunteer Manitoba allows food and drinks in the Non-Profit Drop-In Centre.
- Volunteer Manitoba expects individuals to be mindful of others around that may have allergies or sensitivities to strong smells.
- Volunteer Manitoba expects individuals to be cautious of using food and drinks around the resources (please refer to Library Use Policy).
- Food and drinks are not permitted at/near the computer space.
- Coffee/Tea Use: Volunteer Manitoba has tea and coffee available for scheduled meetings for \$10.00 per individual/time frame/organization

#### **Library Book Use Policy**

- Individuals and organizations will have access to the library books in the Non-Profit Drop-In Centre.
- Volunteer Manitoba expects individuals to treat the books with respect and to leave them in the same condition they were found in.
- If books or any resources are found to be damaged in anyway the organization or individual will be responsible for the fee required to replace or fixed the damages. If something is damaged please let us know.

*Disclaimer: Any resource provided by Volunteer Manitoba's Non-Profit Drop-in Centre is not intended to contain a complete statement of the law in any particular area, or contain changes in the law that may occur at any time. Please refer to applicable legal and taxation resources governing your particular situation. Any material Volunteer Manitoba provides is only to be used as an information resources, and persons requiring specific advice on a particular issue should consult a respective professional.*

### **Locker Policy**

- Lockers are on a first come first service basis.
- Lockers are available to lock up any valuables.
- Volunteer Manitoba does not provide locks.
- Anyone wishing to use one will have to bring their own.
- Locker use is at the risk of the user and Volunteer Manitoba is not responsible for any lost or damaged personal items.
- Organizations are permitted to leave resources in the lockers for future research/meetings.
- Please do not leave any food in the lockers.

### **Access to Staff**

- Volunteer Manitoba Staff are not under any obligation to assist organizations or individuals using the space, but may do so at their own discretion.
- Volunteer Manitoba offers training regarding different topics to support the non-profit sector. The dates and additional information for these training sessions can be found on our website at [www.volunteermanitoba.ca/training](http://www.volunteermanitoba.ca/training)

### **Grant Connect Usage**

- Grant Connect is a database of grants available for organizations to submit an application.
- Grant Connect is only offered through Volunteer Manitoba's computers. It cannot be accessed outside of the office.

### **Parking**

- Parking is available for free, all day long, on the adjacent streets near our building (River, Stradbrook, Scott, Mayfair, etc.). We recommend you familiarize yourself with the available street parking before arriving at the Drop-In Centre. We have attached a map of the street parking that is available in the surrounding area.
- Parking alongside our building is for temporary visitors only, on a first come, first serve basis.
- Vehicles must register on the 2<sup>nd</sup> floor. **Please note it is up to the discretion of the building management to allow you to use the parking lot.**