

## Hub Parent Learning Place Policy

1. All users must complete and submit applicable forms to request space at the Hub Parent Learning Place
2. The Hub Parent Learning Place is an equal opportunity facility who will provide space for group/program use.
3. Program/group focus must align with the philosophy and values of the Central Okanagan Family hubs to support parents with infants to 17 years of age.
4. Parent Learning Place requests must be received by the hub staff by:  
Fall Session: August 1  
Winter Session: December 1  
Spring/Summer Session: April 1
5. Program/group must be free of charge and open to the public
6. The number of participants per program/group will not exceed 25 people
7. Program/group will need to confirm liability insurance to hub personnel prior to the start date.
8. All requests for the Parent Learning place must be reviewed and approved by the Leadership Committee
9. Program/groups will be responsible for bringing their own AV equipment ( if applicable)
10. Program facilitators/participants will not have use of any other rooms within Pearson Road Elementary other than the washrooms adjacent to the Hub Parent Learning Place.
11. Any food or drinks that are brought into the Parent Learning Place must be approved by the hub staff prior to any session.

Initial: \_\_\_\_\_