

Green Roof Guidelines

ACCESS

- Green Roof key may be signed out at the reception desk

PROTECTING THE GARDEN

- Keep people off the garden beds. Always walk on the paths. Especially in winter!
- Ensure that people know this is a garden with food plants growing in it, and they're fragile.
- Ask before you pick. The harvest is for sharing but we need to coordinate between groups. If you ask ahead of time we can make sure the ingredients you're looking for are available

PREP

- Book the space
- Make sure staff/volunteers involved understand all of these guidelines

EVENT SET-UP

- Shade canopy is available (ask for instructions on how to use it)
- Garden tools and water hoses can be made available if needed

DURING THE EVENT

- Capacity /numbers:** there should not be more than about 100 people on the Green Roof at any given time (a volunteer can be designated to keep a head count going)
- Children** and their parents should be advised that children should not step on plants or run on top of garden beds.
- Music:** please be considerate of others when you are using a sound system on the Green Roof. If possible do not locate the speakers next to the door – but put them on one of the far decks
- Smoking:** there is NO smoking on the Green Roof

CLEAN -UP

- Garbage cans /recycle bins put back inside
- Covers put back on BBQs, fuel turned off
- Pick up all garbage
- Turn off water taps (including rain barrels)
- Close and latch small wooden doors on Green Roof decks (to avoid wind damage)

CLOSING

- Close and lock door above mezzanine
- Mag lock will automatically become locked at 7:45 pm on Mondays – Thursdays so please be sure everyone is inside before that time (or you may get locked outside)