

Volunteer Facilities Access Guidelines

Dear Volunteers,

We appreciate your willingness to contribute your time and effort to our organization. To ensure a safe and efficient experience while accessing our facilities, please adhere to the following guidelines:

1. Access Hours

Volunteers are allowed access to the facilities from **8:00 AM to 6:00 PM** on weekdays, and **10:00 AM to 4:00 PM** on weekends.

2. Identification

Please carry your volunteer ID badge at all times while on the premises. This helps us maintain security and identify authorized individuals.

3. Safety Procedures

Ensure you are aware of the safety protocols in place, including fire exits and emergency contacts. Attend any safety briefings scheduled before your volunteer shift.

4. Cleanliness

Maintain cleanliness in all areas you access. Clean up after yourself and dispose of waste properly.

5. Respect for Others

Be courteous and respectful to all staff, volunteers, and visitors. Create a positive and supportive environment.

6. Reporting Issues

If you encounter any issues or have concerns regarding facilities or safety, report them immediately to a staff member.

Thank you for your cooperation and dedication as we work together to make a difference.

Sincerely,
[Your Organization Name]
[Contact Information]