

Section 2: Policies

6: Operational Policies

2.6.2. Building Closure

Adopted: October 16, 2025

Last review:

Background:

As with any organization, from time to time it is necessary to close a building or facility. Closures are never done without reason and are generally undertaken for the health and safety of building users.

Policy:

As part of Perth Seniors Fellowship commitment to providing a safe environment for employees, volunteers, board members and users, the Board recognizes that, from time to time, McMartin House will need to close for a variety of reasons.

The Chair of the Board and/or the Executive Director are hereby granted the authority to declare McMartin House closed when deemed necessary.

McMartin House may be closed for a variety of reasons including: inclement weather, building disruption, staff unavailability or at the direction of authorities.

Inclement Weather: It is the policy of the Perth Seniors Fellowship that, on school days, if the school buses are cancelled, all programs and activities at McMartin House will be cancelled and the building closed. On days when there are no school buses running, the Chair of the Board or Executive Director are empowered to use their judgement given the weather forecast.

To facilitate notice of a closure, Perth Seniors Fellowship will:

- Post a notice to our social media channels that the building is closed.
- Submit a closure notice to local radio stations.
- Inform group leaders or persons with rental arrangements that the building is closed. These persons are then responsible for informing their members or users.
- Train staff, board members and volunteers on how to respond to queries when the building should be closed.

Failure to comply with a closure notice will result in a room rental arrangement being cancelled or a member having their access privileges revoked.