



## **ELW COMMUNITY ROOM**

The Early Learning Works Community Room offers access to educational materials, supplies and resources including:

- Copy and printing services
- Art and crafts supplies
- Die cutter
- Laminating machine (handled by ELW staff)
- Laptops

### **Who are members?**

Any organization or person who actively participates in the ELW programs.

### **ELW Community Room guidelines**

**[The first appointment with the ELW Community Room will entail an orientation on the guidelines](#)**

1. Community Room is reserved by appointment only.
  - Appointments slots will be available from 10:00am to 3:00pm, in 45 minute slots.
  - Appointments will be requested through the ELW email ([earlylearningworks@tulsaeducare.org](mailto:earlylearningworks@tulsaeducare.org)) or by calling Priscella at (918) 779-6005.
  - Appointments should be made at least 24 hours in advance, especially if member is using the laminator.
2. Members will have access to the Community Room a maximum of twice a month, and must sign in and out of the building.
3. Membership ID: Member will have their own "membership" card and number.
4. Safety Protocol: Upon arrival, members must wear a mask (covering mouth and nose) at all times, wash their hands and take their temperature. ELW commits to keep the working space clean and sanitized.
5. Amenities:
  - **Provider's supply box**: boxes will be individualized and will remain in the Community Room.
  - **Use craft supplies**: Members must clean up their workspace after use.
  - **Laminator**: to use the laminator, please notify Priscella when making your appointment.