

# Studio Loading Door Access Procedure



## Art Gallery of Burlington

Effective Date: January 2026

### Purpose

This procedure outlines the approved use of AGB loading doors for Community Group Members and Studio Access Members. The purpose of this procedure is to support safe and efficient loading and unloading while maintaining building security, safety, and operational oversight.

### General Access Requirements

- Loading and fire doors are not permitted entry points for routine studio access.
- Members must enter through the Brock Lobby when requesting loading door access.
- Propping doors open, bypassing lobby procedures, or requesting entry through loading doors is prohibited.

### Approved Use

Loading doors may only be used for loading or unloading heavy, oversized, or high-volume materials.

### Loading Door Access Process

- a. Park in the laneway adjacent to the appropriate loading door.
- b. Enter through the Brock Lobby and request loading door access from staff.
- c. Access will be provided during approved studio hours when operationally possible.
- d. Proceed through the building to the studio and open the loading door from inside the space.
- e. Complete loading or unloading promptly and ensure the loading door is fully closed and secured after use.
- f. Remove vehicles from the laneway immediately after loading is complete and notify staff once complete.

### Restricted Access

Loading door access is not permitted:

- Before 10:00 AM or outside approved studio access hours, unless exceptional circumstances have been approved in advance by AGB Leadership
- During scheduled programs or events

### Compliance

Failure to follow this procedure may result in suspension or revocation of loading door privileges.