

FACILITY DISCUSSION GUIDE

Group Activity

This tool was designed as a jumping off point for groups to critically examine and evaluate an organization's built environment. Groups may choose to designate a "tour guide" to lead the group through the facility and prompt relevant questions along the way.

WELCOME & RECEPTION

- What are some of the first feelings you have when you enter the building?
- What does the entrance and reception area convey about the organization?
- How is confidentiality maintained in the welcome area? Do clients provide a legal name and/or other disclosing information in the welcome area?
- Are there any explicit or implicit cues that LGBTQ people might be welcome or unwelcome?
- Think about where the organization is located? How does geography impact who may or may not access the organization's programs and services?
- Where is the facility located in the neighborhood? What other facilities are nearby that might increase or deter access (schools, police stations, parks)?

VISUAL COMMUNICATION, LAYOUT & MESSAGING

- What are some of the overall feelings you have in each space of the tour?
- What are some of the messages conveyed through the posters, promotional materials, artwork, and other visual cues in various rooms
- What kinds of images are used to convey those messages?
- Are there any images that positively reflect diverse LGBTQ people or communities? Are images diverse in terms of age, race, gender, generation
- Are there images that depict relationships or families? If so, do these include diverse LGBTQ families and non-traditional families?
- Are there images and messages that depict children or youth? If so, do these include gender variant or gender non-conforming youth?
- Do visual cues include inspiration messages? What do these reflect about organizational perspectives about gender and sexuality, as well as cultural and class norms?
- If the organization hangs artwork or showcases inspirational figures, have diverse LGBTQ people or artists been intentionally included?

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GENDER SEGREGATION

- Are restrooms or other facilities segregated by gender? If so, is there an all-gender restroom available?
- Does the organization have gender segregated sleeping areas?
- Is there adequate signage indicating the location of all gender facilities?
- Is there a plan for ensuring access to restrooms, shelter, and other services for people of all genders (including those who are not men or women)?
- If there is a free clothing closet (or similar), is clothing divided by gender?
- Do children's play areas divide toys (implicitly or explicitly) for boys and girls?
- Are there other aspects of the facility that specify spaces based on gender?

ACCESS & SAFETY

- What kinds of barriers exist for people with limited mobility?
- Is there a plan for ensuring access to services and programs for people with various disabilities, including trauma?
- Is there a safe play space for children?
- Does the organization maintain a facility safety plan?

BOOKS & MATERIAL RESOURCES

- Do materials include information about LGBTQ lives, histories, and experiences?
- Are LGBTQ materials diverse in terms of generation, race, ethnicity, gender expression, dis/ability, etc.?
- Are materials available in languages relevant to the communities served?
- Is information about sexual health that is inclusive of LGBTQ communities?
- Is information about family violence, intimate partner violence, and/or sexual violence, inclusive of LGBTQ survivors?