

COLUMBIA COUNTY HEALTH AND HUMAN SERVICES  
AGING & DISABILITY RESOURCE CENTER  
2025 Memorandum of Understanding

( ) County Copy  
( ) Provider Copy  
MOU #2025-020

MEMORANDUM OF UNDERSTANDING ("MOU") BETWEEN THE CITY OF COLUMBUS AS OWNER OF THE **COLUMBUS COMMUNITY CENTER** ("Center") AND THE SENIOR NUTRITION PROGRAM ("Program") OF COLUMBIA COUNTY FOR **JANUARY 1, 2025 THROUGH DECEMBER 31, 2025.**

The following MOU shall govern the use of the facilities of the Center by the Senior Nutrition Program, to-wit:

1. The Center agrees to permit the use of the Community Center Building and facilities located at 125 North Dickason Blvd in the City of Columbus for the conduct of a Senior Nutrition Program. These facilities include the kitchen and the non-exclusive use of the dining room area with table and chairs along with the restrooms. These facilities will be made available to the Program between the hours of 8:30 am and 1:00 pm for the serving of an 11:30 meal Monday through Thursday and 8:30 am and 12:00 pm on Friday of each week. The Program agrees to have a paid or volunteer Site Manager present during the serving of all meals. During the Program's use of the building and facilities the Center shall have the ability to use the same building and facilities provided the Center's use of the building and facilities does not interfere with the Program's use of the same facilities.
2. The Center will provide the Program with working appliances, electricity, heat, hot water, pest control, snow/ice removal and adequate restroom facilities. The parking lot of the Center is a public parking lot and is available to the program for use.
3. The Program agrees to clean the kitchen and adjoining facilities after each use, including, but not limited to: wiping down all counter tops, cupboards, and tables daily prior to leaving the facility, disposing of all garbage and placing all trash from the Program in securely tied plastic bags and removing them from the building site.
4. The Center will ensure that the area used for Meal Sites will be clean, with no garbage sitting out during the Senior Nutrition Meal times. If the space used by the Program is also used by other parties, the Program equipment should not be used including the steam table, coffee maker, silverware, etc. except upon written agreement between the Program and the other party.
5. The Program does not wish to cause any unreasonable or unnecessary loss or financial burden to the Center, and therefore agrees to compensate the Center for Center owned equipment lost, broken, or damaged due to the negligence of agents of the Program, exclusive of maintenance or repairs resulting from ordinary use.
6. This MOU may be terminated by either party by providing a forty-five (45) day advance written notice. Any change or alteration to said MOU must be in writing and approved by both Parties.
7. This MOU is effective January 1, 2025 through December 31, 2025. The Program agrees to pay a consideration of \$42 per week, not to exceed \$2,184.00 annually.
8. This MOU binds each Party to secure and maintain policies of fire and extended coverage and liability insurance in amounts adequate to insure their interests in all properties located at the described location (please attach a copy of said policies).
9. The Parties agree that any additional equipment installation or deviation from routine room use by the Program will be done only with written consent of the Center Director or Administrator.
10. If previously planned painting, remodeling, or repair work will be done by the City during the Program hours, the City shall provide the Program with at least a 72 hour notice. If such preplanned work will prevent the use of the Center Building, the City shall provide the Program with at least a seven (7) day notice to allow for other arrangements to be made. Notification in the case of emergency repairs shall

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be provided as soon as possible.

11. To avoid conflict with Center observance of holidays, the Program will observe and when necessary close the meal site on those days holidays are observed by the Center after receiving a holiday / closure list by the Center.
12. The Program will maintain for its sole use a phone to serve the Senior Nutrition Program.
13. When area schools are cancelled due to weather, meal sites will also be closed and no meals will be provided that day.
14. The Center will provide the Program with adequate secure space for a locked file cabinet that only Program staff have access to and adequate space for storage of equipment and supplies.
15. The Program will be in charge of ordering meals to ensure that there will be no over-ordering of meals and ensure that the meals ordered from the caterer match the reservation sheet counts.
16. The Program staff and the Center staff will actively coordinate to invite diners to participate in scheduled programs. Activities promoted to diners should most often be those that are free of any charges and would not interrupt diners while they are actually eating their lunches.
17. The first Monday of each month no congregate meals will be served and only home delivered meals will occur. The kitchen will still be available for use by the Program for the preparation of home delivered meals. Furthermore, the City may have up to seven additional non-consecutive days each year where no congregate meals will be served and only home delivered meals will be prepared. The City shall provide at least 30 days advance notice when no congregate meals are able to be served.
18. When the Center building is in use for voting, the Program is allowed to use the kitchen for preparation of delivered meals. No congregate meals will be served that day.

PARTIES TO THE MEMORANDUM OF UNDERSTANDING:

By:	_____	_____
	Joe Hammer	Date
	Title: Mayor	
By:	_____	_____
	Susan L. Caine	Date
	Title: City Clerk	
By:	_____	_____
	Heather Gove	Date
	Columbia County Health and Human Services	
	Director	