

# **POLICIES GOVERNING USE OF THE SENIOR & COMMUNITY CENTER**

## **PURPOSE**

The Watertown Senior & Community Center is a public facility which is designated to help meet the recreational, social, and cultural needs of the community. As much as possible, this facility will be made available for city recreational programming and meetings of community groups and organizations. Revenue generated by facility rentals is used to offset operational expenses.

The center is designated for senior citizen activities and services as well as community programs. Senior programming has priority Monday through Friday, from 8 a.m. to 4 p.m. However, occasional use of the center for senior programming may take place after hours and weekends. Use of the facilities by groups other than the seniors during this time period will be based on availability.

Activities of city recreation must take priority for use of the facility. In an effort to obtain maximum use for this facility, we schedule groups other than city recreation. However, as the demand for city recreation activities increases, the need to cancel groups may be necessary. Should it become necessary to cancel, the contact person will be notified not less than two weeks in advance, so that other arrangements can be made.

The center is owned and operated by the City of Watertown. All activities must comply with the City Policies and Ordinances to protect the rights of citizens and the City of Watertown from legal action.

## **CLASSIFICATIONS**

Preference in scheduling will be given to classes 1 and 2, subject to the approval of the Director of Parks and Recreation. Cancellation of activities of a lesser classification may be necessary to accommodate the functions of a higher class.

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| Class | 1. | Programs of the Parks and Recreation Department.  |
|       | 2. | Functions of municipal government (e.g. elections).   |
|       | 3. | Community groups or organizations which have purposes related to civic or public improvement. Groups are approved for a specific use (i.e. monthly meetings). Any other use may be subject to fees: party, dances, dinners, fund raisers, storage, etc. |
|       | 4. | Agencies offering instructional and recreational programs which charge fees.  |
|       | 5. | Exhibitions attended by the public.   |
|       | 6. | Religious services and gatherings.  |
|       | 7. | Private parties or gatherings.  |

## **ROOM RENTAL FEES**

**All fees are based on a per-hour use, including set-up & clean up, and are updated annually according to the Room Rental Application. Taxes are included in fees. Fees and security deposit must be paid at the time of reservation.** Any proposal for reclassification or waiving of fees must be presented to, and approved by, the Parks, Recreation, and Forestry Commission.

- CLASSES 1 and 2 are exempt from all rental fees and security deposits.
- CLASS 3 must pay an annual fee of \$50 for administrative and custodial costs as well as a security deposit. Certain Class 3 renters may be required to sign a Facility Use Agreement and will be subject to additional rental fees.
- CLASSES 4-7 are subject to regular, per-hour fees and security deposits according to the Room Rental Application.

## **SECURITY DEPOSIT**

Security deposits for city residents and non-city residents is required by groups except for classes 1 and 2 for the purpose of cleaning and damages. Non-city residents will pay a 50% higher security deposit in accordance with the Department Fees and Charges Policy and Room Rental Application. If damages exceed the deposit amount, the renter will be billed for the additional costs with payment due within 30 days from invoice date.

## **ROOM RENTAL APPLICATIONS/FACILITY USE AGREEMENTS**

Room Rental Applications are available at the Senior & Community Center office or online. Groups falling into CLASSES 3 - 7 are required to complete the Room Rental Application.

1. Application by groups for permission to use a room on a regularly scheduled basis should be submitted by November 1 for the upcoming year.
2. Groups and organizations wanting to use a room on random occasions should submit an application as soon as possible.
3. Applications will be issued to adults only. There must be at least one adult for every 10 minors.
4. Rent and security deposit must accompany the application.
5. The Parks, Recreation, and Forestry Commission reserves the right to limit the number of rentals or reservations for which each person, group or organization may request/apply each year.
6. **A Facility Use Agreement will be required for any organization or group in class 3 which requires long-term or extensive use of the facility or storage of items or equipment.**

## **ROOM USE RULES**

1. **Hours of Rental** – Rentals may be requested from 8:00 am to 10:00 pm. Set up and cleanup of event must be part of the rental hours. Rental outside of normal hours needs approval from the Director of Parks and Recreation. Set-up and take-down times must be included in rental hours. Use beyond stated rental time will result in additional fees.
2. **Entrance Doors** – Front doors will automatically be unlocked 15 minutes prior to your event and automatically lock 15 minutes after your scheduled event.
3. **Attendance Form** – An attendance form is placed in the room of your event and should be filled out and placed on the front reception desk or drop box outside the building entrance doors.
4. **Cleaning/Reset Room** – Groups may rearrange tables and chairs as long as they are returned to their original position. All renters must clean up after their event. A cleaning sheet is attached to the attendance form. A cleaning cart is available in or near the room of rental. Trash must be deposited in the trash bins on the North side of the building. Excessive trash will result in loss of the security deposit. Custodian is not available on the weekend. Additional fees may be imposed and future use restricted for any excessive cleaning beyond the normal cleaning timeframe. An additional fee for excessive cleaning and property damage will be billed to the renter at a rate of \$100/hour with a 2-hour minimum charge.
5. **Special Services/Equipment** - Each room is equipped with a designated amount of equipment and a basic equipment setup pattern. Certain equipment may be rented as described in the Room Rental Application. The City of Watertown will not incur additional expense for any supervision, security, utilities, snow/ice removal, clean up, etc. It will be the responsibility of each group, organization, or individual to pay for any additional costs involved in the use of the facility or parts thereof.
6. **Security of Building** – The renter is responsible for the security of the building and should ask any unauthorized people to leave or contact the Police Department at 920-261-6660. The renter (person to whom the Room Rental Application is issued) must remain on the premises until the rental end time.
7. **Room Assignment** – Participants of your event must stay in the assigned room to not disturb other renters in the building.
8. **Decorations** – Decorations may be hung using painter's tape. Taping, hanging, or tacking to walls, ceilings, or equipment is prohibited. Use of glitter or confetti is prohibited.
9. **Kitchen** – Authorized kitchen users must clean sinks, stoves, oven, tables, counters, and floors. The dishwasher is not available for use. No utensils, plates, cups, napkins, towels, dish soap, etc. are supplied by the Center.
10. **Alcohol** – Alcohol is permitted if the renter is qualified and agrees to the terms of the Senior & Community Center Alcohol Policy. This policy is an addendum to the Room Rental Application.
11. **Prohibited Items** – Smoking, drugs, and glass are prohibited in the building. Only service animals and police canines are allowed inside the building.

12. **Prohibited Use** - Renters or groups may not use the center for their mailing address, return address, or letterhead. The facilities are not to be used for personal gain. Profit-oriented use of the city recreational facilities is prohibited. Solicitation of any kind is prohibited.
13. **Storage** - Renters or groups may not store items, equipment, paperwork, etc. on the premises unless a Facility Use Agreement is signed. The Center is not responsible for lost or stolen items. Take all belongings with you.
14. **Excessive Noise** – Noise (loud talking, music, etc.) must be kept to a minimum to not disturb other renters in the building. Amplified music (band, DJ, sound system, etc.) must pay a \$30.00 permit fee.
15. **Cancellations/Refunds** - Cancellations must be made at least 14 days prior to the reservation date to receive a full refund. No refunds will be granted less than 14 days prior to the reservation date or for special services which have been provided (i.e., extra table delivery, etc.) No refunds are given for unused reserved time. Any group who has scheduled room use and does not arrive (“no show”), without 24 hours advance notice to the Department, will forfeit the security deposit due to lack of supervision and security in the building.
16. **Non-Emergency** – If you have a non-emergency issue, please call the Police Department’s non-emergency number at 920-261-6660.
17. **Failure to comply with the above rules will result in forfeiture of the security deposit and additional fees may be imposed. Room use privileges may be revoked for future rentals. The Parks, Recreation, and Forestry Commission reserves the right to revoke any application or agreement for any reason at any time.**

#### **LIABILITY:**

To the fullest extent permitted by law, any individual or organization using the Senior & Community Center, shall defend, indemnify and hold harmless the City of Watertown, its agents, representative, officers, directors, officials and employees from and against all allegations, demands, proceeds, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expense, related to, arising to, arising from or out of, the use of the Senior & Community Center.

# **SENIOR & COMMUNITY CENTER POLICIES**

The Senior Center Advisory Board is additionally organized and governed by the Senior Center Advisory Board By-Laws. The By-Laws also set Senior Center membership eligibility. Membership and other fees are set by the Parks, Recreation, and Forestry Commission through the Fees & Charges Policy.

## **RULES OF CONDUCT**

Watertown Senior & Community Center rules of conduct are for the benefit of Center participants and staff. The Center welcomes everyone to enjoy these facilities. It is the policy of the center to provide an environment that is safe, pleasant, and comfortable for all participants. Because the Center is owned and operated by the City of Watertown, behavioral activity must be regulated to protect the rights of citizen users and protect the City of Watertown from legal action.

The Senior & Community Center will not tolerate aggressive and abusive behavior, including:

1. Physical threats of harm or assault.
2. Verbal harassment or threat of harm.
3. Abusive or foul language.
4. Sexual harassment and inappropriate sexual behavior.
5. Failure to respond to staff instructions.

### **Additionally:**

1. Participants will not promote racism, ageism, or any other type of discrimination against others.
2. Participants will display good sportsmanship.
3. Participants will settle personal discrepancies among themselves, unless threats of harm to self or others are made. In this case, staff will determine if the police should be called.
4. Participants will act in a nonaggressive and nondisruptive manner, be honest, trustworthy, courteous, and will have patience and understanding for other participants living with aging challenges.
5. Participants must maintain acceptable habits of personal hygiene and cleanliness.
6. Participants must be able to toilet themselves, feed themselves, and be oriented to their current surroundings, unless a caregiver is present (see caregiver policy).
7. Participants will be held responsible for any damage or loss resulting from the negligence of users.
8. Participants will avoid unnecessary noise which might disturb other groups using the facility.
9. Gambling is prohibited.
10. Smoking, illegal drugs, and weapons are prohibited.
11. Individuals under the influence of intoxicating beverages are not permitted.
12. Any activities involving children shall have adult supervision.
13. Only service animals and police canines are allowed inside the building.
14. Any crime, misdemeanor, or violation of City Ordinance is prohibited.

## **WEATHER CANCELLATIONS**

The Senior & Community Center will cancel all scheduled activities and programs for days and/or time periods the Watertown Unified School District closes school. The building will remain open regular business hours as a designated warming shelter. Office staff may or may not be available for in-person services. Program leaders may also use discretion when cancelling activities and programs, with approval from the Director of the Parks, Recreation, and Forestry Department.

## **VOLUNTEERS**

All potential volunteers are required to submit a volunteer application. All volunteers over the age of 18 must pass a background check before they begin volunteering.

## **GUEST & CAREGIVER POLICY**

“Guest” is defined as anyone age 50 or older and is not a current member of the center and who wishes to participate in any senior program or activity (e.g. bingo, sheepshead, euchre). “Guests” can participate in any senior program or activity the first time at no charge. Guests who participate in any future senior program or activity will then be charged a \$1.00 activity fee or asked to join the center at the current membership rate.

“Caregiver” is defined as anyone who assists a member, or someone eligible to be a member, with participation in a senior program or activity. “Caregivers” can assist a member, or someone eligible to be a member, with participation in any senior program or activity at no charge. The “Caregivers” role is strictly to assist the member, not to participate as an individual. “Caregivers” cannot participate in any senior program or activity on their own merit. Example: “Caregivers” can help members play their bingo cards and assist with marking cards. “Caregivers” can help members play their cards during other card games such as sheepshead or euchre.

## **GUIDELINES FOR PROGRAM LEADERS**

1. The Director will make determinations regarding the ability of all program and activity leaders to lead and can appoint or remove a leader from their role.
2. Each program leader must follow, and has the ability to enforce, the above Senior & Community Center Rules of Conduct and ask participants to leave the program if not in compliance.
3. Each program leader must make unbiased decisions and determine fairness.
4. Each program leader must determine standards of game play for each game type and must follow the same standards if multiple leaders oversee the same game type.

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**Individuals who fail to comply with these rules will be told to leave the building or the police will be summoned. If recurrence, further discipline shall result.**

**Discipline shall proceed from one level to the next higher level.**

1. Verbal warning
2. Written warning
3. Suspension from the Center facilities for 30 days
4. Membership revoked and will not be renewed

To dispute a decision, you may attend a Watertown Park & Recreation Commission meeting to state your case. At least one week advance notification is required.

**Park & Recreation Commission approved 6/4/2001**