

DUBLIN COMMUNITY SENIOR CENTER- WHITE LAKE
POLICIES AND PROCEDURES

SUBJECT: Senior Center & ~~Senior Transportation~~ Operational Hours and Inclement Weather Closings

POLICY: The Dublin Community Senior Center will be open Monday through Friday from 8:00 am – 4:30 pm. The center will be closed in observance of Township approved holidays. In the event of severe weather, ~~if the Huron Valley and/or Walled Lake School Districts are closed, the Senior Transportation and the Meals on Wheels program will be closed,~~ all scheduled programs at the Dublin Community Senior Center will ~~be cancelled~~ continue as planned. However, ~~the building will remain open.~~ any exercise instructor or travel company can ~~classes or trips with a travel company will still take place unless the instructor~~ choose to cancel.

PROCEDURE:

1. In order to ensure the safety of the participants, Senior Center ~~and Transportation~~ staff shall try to stagger lunch breaks so two staff members are always in the building.
2. A sign about holiday/~~weather~~ closings will be posted on front door and in the building prior to the closing.

~~3/2013-Adopted~~
3/2024- Amended

DUBLIN COMMUNITY SENIOR CENTER- WHITE LAKE
POLICIES AND PROCEDURES

SUBJECT: Senior Center Computer and Internet Use

POLICY: As part of its mission to help community residents meet their personal, educational and professional information needs, the Dublin Community Senior Center makes computer use and Internet access available to users over the age of 50.

PROCEDURE:

1. Because of the constantly changing nature of the Internet, Dublin Community Senior Center has no control over the accuracy, currency or quality of the information found on Internet sites and assumes no responsibility for the content of these sites.
2. Participants are advised that electronic security on the Internet cannot be guaranteed, so all files, transactions, and information obtained on-line are vulnerable to unauthorized access and must be considered public.
3. Internet access may not be used for any unlawful or improper activities prohibited under local, state or federal laws. Users of the Internet must observe copyright and communication laws and others' right to privacy. Illegal activities or any other activities intended to disrupt computer or network services or equipment are prohibited and may be subject to prosecution for violation.
4. Participants may not install or download any program or software updates onto the Senior Center computers.
5. If ~~both the computers are~~ is in use and someone requests the use of a computer, the participant ~~who has been on the longest~~ will be asked to complete their task within a half hour.
6. Failure to abide by the provisions of this policy will result in the loss of Internet privileges.
7. Dublin Community Senior Center requires computer users to read and sign a copy of this policy

I understand and accept this policy:

Please print name: _____

Signature: _____

Date: _____

~~3/2013 Adopted~~
3/2024 Amended

DUBLIN COMMUNITY SENIOR CENTER- WHITE LAKE
POLICIES AND PROCEDURES

SUBJECT: Senior Center- Public Use

POLICY: Private groups/clubs or Civic and Fraternal Organizations will not be allowed exclusive use of the Dublin Community Senior Center during regular business hours Monday through Friday. (Private group/clubs or Civic and Fraternal Organizations are by design organized with a specific purpose/agenda or mission as indicated by their name i.e.: UFO Club, ~~Rocket Clubs~~, ~~Lions Club~~, Kiwanis, ~~Quilters Group~~, Red Hat Society, etc).

EXCLUSIONS: Instructors and facilitators that provide a scheduled activity for the Dublin Community Center during regular business hours that are requested and attended by the senior population can have exclusive use of a portion (not to exceed 50%) of the center when one-on-one participation is necessary such as health screenings, counseling, tax preparation or ~~healing touch~~/massage/~~reiki~~

Private groups/clubs or Civic/Fraternal Organizations may be allowed exclusive or joint use of the Dublin Community Senior Center at any time during regular business hours only when both criteria are met:

1. There is not a conflict with regularly scheduled activities for the seniors in the community.
2. This scheduling has been coordinated with the Dublin Community Senior Center Director and/or Program Developer **and** the Township's Treasurer's office.

PROCEDURE:

1. Regular business hours are considered to be 8:00 am – 4:30 pm Monday through Friday.
2. All scheduled activities during regular business hours at the Dublin Community Senior Center are to be planned and governed by the Director and/or Program Developer.
3. All scheduled activities during regular business hours are to be open to any community participant over the age of 50. Guests from the community under the age of 50 will be welcome at the discretion of the Director.
4. Any request for after business hours use of the ~~Senior Center~~ buildings will be referred to the Treasurer's office for scheduling. ~~use of the Dublin Community Senior Center, Pavilion, Township Community Hall or Board Room.~~

~~3/2013-Adopted~~
3/2024- Amended

DUBLIN COMMUNITY SENIOR CENTER- WHITE LAKE
POLICIES AND PROCEDURES

SUBJECT: Senior Center Special Event, Classes & Trip Refunds

POLICY: Arrangements for trips and certain programs are made in advance. The Dublin Community Senior Center is liable for and must pay for a guaranteed minimum number of participants. Our financial obligations are based on the requirements as stated by the companies with which we are working with.

PROCEDURE:

1. If a participant must cancel a trip or special event, they ~~must~~ **may** fill their space with someone else; however, they must notify the Dublin Community Senior Center office of the change, as their name will still be on our sign-up sheet/roster.
2. The participant cancelling a special event or trip is responsible for collecting the fee from the person who is taking their place. If they are unable to find someone, ~~we-~~ **senior center staff** will ~~attempt to~~ make arrangements to fill their place provided there is a waiting list.
3. It is very important that participants are certain that they will be able to attend a special event or trip prior to signing up. If a participant calls the office to cancel because they are sick or have a death in the family, we will do our best to fill their spot and refund the fee. If there is no one available to take their place, they will not be entitled to a refund.
4. Participants who register for an exercise class are not entitled to make up a missed class. If they have to drop out due to a medical problem, they will be provided with a pro-rated refund.
5. If the Senior Center is responsible for canceling a special event or trip, the participants will be entitled to a full refund. If an **exercise** class is cancelled, a make-up session will be offered.

~~3/2013-Adopted~~
3/2024- Amended