

**Edgewood Senior Center
Requested Scheduled Activity**

Group/Program Name: _____

Day Requested: M T W TH F

Time Requested: _____

Representative Name: _____

Address: _____

Telephone: _____

Email: _____

Approved By: _____
City Administrator or City Secretary

Rules for Senior Citizens Use of Senior Center

Hours of Operation

Monday – Friday: 8:00 a.m. to 3:00 p.m.

Closed on City Holidays

The Edgewood Senior Center shall serve as a meeting place to conduct activities which will benefit the senior adults who are 55 years of age and older of Edgewood and the local surrounding community. The goal of the Senior Center is to enrich the lives of senior adults.

The Senior Center may be scheduled for use during hours of operation. All reservations for use by any group should be scheduled through City Hall. All reservations are taken on a first-come, first-served basis. All groups granted permission to utilize the facility is required to provide City Hall with the name, address and telephone number of its representative. That representative shall be responsible for dealing directly with the City Hall staff.

In order for our center to maintain a friendly, positive and clean environment, the Edgewood City Administrator has established the following set of rules and regulations.

1. A representative from each organization shall sign a form which confirms the day and time requested and acknowledging receipt of a copy of these Rules and Regulations.
2. The Senior Center shall be left in the same condition or better as before occupancy and use, including sanitary bathroom facilities, kitchen, and in the front room return of chairs and tables to their original location.
3. All participants shall have good personal hygiene and cleanliness with respect to the public health of those who use the facility.
4. ALL participants are required to clean up after themselves.
5. If you are sick with any contagious illness, we ask that you PLEASE refrain from participating in any activities at the Edgewood Senior Center.
6. All participants MUST be physically and mentally capable to function and participate independently unless accompanied by an assistant/caregiver.
7. The organization utilizing the Senior Center is financially responsible for any and all damage to the facility.
8. **NO** items shall be removed or placed in the Senior Center without prior approval from the City Staff.

The City of Edgewood will have zero tolerance for violations.

- Show respect for all
- Everyone deserves to be treated as an individual
- No vulgar or abusive language
- Illegal acts are prohibited
- Respect the dignity of others

The City of Edgewood reserves the right to deny entrance and/or take disciplinary action against any person in violation of these rules or whom they deem disruptive or incompatible for participation in a program.

1st Offense – Person will receive a private verbal warning as to the offense and the incident will be recorded.

2nd Offense – If the offense is repeated, the person will be banned from the center for one (1) week.

3rd Offense – The person will be banned from the center permanently.

Rule violations that are also unlawful acts may be punished by a permanent ban from the center for first offenses. Any person in disagreement with disciplinary action may appeal the decision to the Edgewood City Administrator in writing within ten days. The Administrator's decision is final.

*I _____ acknowledge that I have read the above Senior
(Print Name Here)
Center Rules and Regulations and agree to observe and adhere to these guidelines as set
forth by the City of Edgewood.*

Participant Signature

Date

Edgewood City Staff Signature

Date