



CITY OF EDGEWOOD SENIOR CENTER USER AGREEMENT

The Edgewood Senior Center shall serve as a meeting place for activities, programs, and events that benefit senior adults who are **55 years of age and older** residing in Edgewood and the surrounding local community. Senior Center rentals will be limited to **Monday thru Friday**.

The goal of the Edgewood Senior Center is to enrich the lives of senior adults by providing opportunities for social interaction, recreation, education, fellowship, and community involvement in a safe and welcoming environment.

The Edgewood Senior Center is intended to provide activities and events for the benefit of senior adults without requiring participants to pay a fee.

No person, organization, group, or individual reserving or using the Edgewood Senior Center may charge an admission fee, participation fee, registration fee, or any other mandatory payment from individuals attending an event or activity at the Senior Center.

Participation in activities and events held at the Senior Center shall not be conditioned upon the payment of money.

Donations may be accepted for the purpose of purchasing supplies, materials, food, or other items to be used for activities and events at the Senior Center.

Any monetary donation intended to support Senior Center activities or supplies shall be made **directly to the City of Edgewood through the City Office** and shall not be collected, held, or managed by the individual or organization reserving the Senior Center.

No person reserving or using the Senior Center may require, solicit, or collect donations directly from event participants.

Senior Center activities, programs, and events sponsored or approved by the City shall take precedence over private, organizational, or other rental requests when scheduling use of the facility.

The City reserves the right to prioritize senior activities and programs in order to ensure that the Senior Center remains available for its intended public purpose and to meet the needs of the senior community.

City sponsored events, City sponsored concerts, etc. will take precedent on scheduling dates.

1. USER INFORMATION

Name of Organization/Individual: _____

Contact Person: _____

Address: _____

Phone: _____ **Email:** _____

Type/Purpose of Event: _____

Date of Event: _____ **Time:** _____

2. PROHIBITION ON SOLICITING PARTICIPANTS

A person, group, organization, or individual who reserves the Edgewood Senior Center shall not:

- Charge participants any fee to attend or participate in an event;
- Require participants to make a donation as a condition of attendance or participation;
- Ask or solicit participants for donations during an event;
- Collect money or donations from participants at the Senior Center;
- Establish a suggested donation amount for participants;
- Require participants to purchase food, supplies, tickets, memberships, or other items as a condition of participating in an event.

If a donation is desired for supplies or other expenses associated with an event, the donation must be made directly to the **City of Edgewood City Office** and must be voluntary.

3. RESPONSIBILITY FOR THE FACILITY

The user agrees to:

- Keep the Senior Center and surrounding areas clean and orderly.
- Properly dispose of all trash and place it in designated containers.
- Return tables, chairs, and other City property to their original locations.
- Not move, alter, or remove City equipment or furnishings without permission.
- Not attach decorations, signs, or other items to walls, ceilings, doors, or fixtures in a manner that may cause damage.
- Report any damage, spills, maintenance issues, or other problems to the City as soon as they occur.
- Leave the facility in the same condition in which it was found.
- When the Edgewood Senior Center is not in use, all lights shall be turned off.

The thermostat shall be set to the following temperatures when the facility is not occupied:

- **Air Conditioning:** 78°F
- **Heating:** 60°F

4. SMOKING

Smoking, vaping, and the use of tobacco products are prohibited inside the Senior Center and any other areas prohibited by law or City policy.

5. SAFETY AND CAPACITY

The user agrees not to exceed the maximum occupancy of 206 permitted for the Senior Center.

All exits, fire extinguishers, fire alarms, and other safety equipment must remain accessible at all times. Furniture may not be arranged in a manner that blocks exits or creates a safety hazard.

6. CLEAN-UP

The Senior Center must be cleaned immediately after use. This includes:

- Removing all decorations and personal property.
- Cleaning tables and counters.
- Returning tables and chairs to their designated locations.
- Removing trash and placing it in designated containers.
- Cleaning up any spills or food debris.
- Leaving restrooms and other areas used by the group in a clean condition.

Failure to properly clean the facility may result in charges and/or loss of future Senior Center use privileges.

7. DAMAGE OR LOSS

The user is responsible for any damage to the Senior Center, City property, furnishings, equipment, or other City facilities caused by the user or any guest, participant, employee, volunteer, or other person associated with the event.

Failure to comply with the Senior Center cleaning and facility-use requirements may also result in the individual's or organization's ability to reserve the facility in the future.

If there any cost of damages or cleaning the person or organization responsible for the reservation may be responsible for the costs.

The City of Edgewood is not responsible for personal property that is lost, stolen, or damaged while using the Senior Center.

8. KEY/ACCESS

Keys, access codes, or other means of entering the facility may not be shared with unauthorized persons. The user is responsible for securing the facility at the conclusion of the event, as directed by the City.

9. CANCELLATION

The City of Edgewood reserves the right to cancel or modify a reservation when necessary due to emergencies, facility issues, City business, or other circumstances requiring the facility.

The user agrees to notify the City as soon as possible if the reservation must be cancelled.

10. SUPERVISION

The person signing this agreement must remain responsible for the event and ensure that the Senior Center is properly supervised for the duration of the reservation.

11. COMPLIANCE WITH CITY REQUIREMENTS

By signing this agreement, the user acknowledges that they have read and agree to comply with this User Agreement and all applicable City of Edgewood ordinances, policies, rules, and regulations.

Failure to comply may result in termination of the event, denial of future use, or other action as permitted by law.

12. INDEMNIFICATION

To the extent permitted by applicable law, the user agrees to be responsible for claims, damages, or losses arising from the user's use of the Senior Center or from the acts or omissions of the user or persons attending the user's event, except to the extent caused by the City's negligence or other conduct for which the City is legally responsible.

13. ACKNOWLEDGMENT AND SIGNATURE

I acknowledge that I have read and understand the City of Edgewood Senior Center User Agreement. I agree to comply with all requirements contained herein and accept responsibility for the proper use and condition of the Senior Center during my reservation.

Applicant Name: _____

Signature: _____ **Date:** _____

City Representative: _____ **Date:** _____

CITY USE ONLY

Reservation Approved: ☐ Yes ☐ No

Copy of Driver's License: ☐ Yes ☐ No

Special Conditions/Notes:

The City of Edgewood reserves the right to establish, amend, modify, or repeal the rules, regulations, policies, procedures, and requirements governing the use and operation of the Edgewood Community Center.

The City may make changes as necessary to protect the facility, promote the health, safety, and welfare of users, ensure the efficient operation of the Community Center, and further the purpose for which the facility is intended.

Any amendments to the rules and regulations shall become effective upon approval or adoption by the City in accordance with applicable City procedures.