

Council for Senior Citizens

Operational Policies and Facility Use Regulations

Satellite Centers

The Council for Senior Citizens (Council) is an independent private, non-profit organization. Our satellite Senior Centers are located in various facilities, including Parks and Recreation building, Durham Housing Authority rental buildings and community centers. It is also the right and responsibility of the Council to set operational policies to protect the Senior Centers and to guarantee the safety of persons using the Senior Centers. These operational policies are in addition to any governmental policy or regulation that may govern the use of public buildings.

The Executive Director, as an agent of the Board of Directors, is responsible for establishing operating rules and program policies for the overall benefit of older adults utilizing services and others who use the Centers. The Executive Director is responsible for reviewing and handling participant complaints, ensuring the freedom for all participants to enjoy the Centers, and to guarding the well-being and safety of participants.

1. **Participants** - The Senior Centers are dedicated for senior services during operating hours, therefore use of the Senior Center space is restricted to older adults program participants, their caregivers, and persons conducting official business at the Centers.

ALL VISITORS TO THE CENTERS MUST SIGN IN.

For safety and liability reasons, participants in the Center's programs activities must be able to care for themselves or be accompanied by a personal care provider. Individuals with limiting conditions may be requested to refrain from participating in the Center's programs or activities for the safety of all participants. Council staff cannot monitor or assist participants who need one-on-one care.

Persons with Alzheimer's, dementia or other cognitive impairments – For the protection of all participants, persons with diagnosed Alzheimer's, dementia or other cognitive impairments may participate in Senior Center activities, including the congregate meal program, only if accompanied by a family member or aide.

2. **Children** – The Council's programs are not designed to accommodate children; however, the Council recognizes that from time to time program participants and clients may need to bring children with them; however, these occasions should be the exception, and persons bring children on a regular basis will be asked to leave. Children must be supervised and with the responsible adult at all times. Tables and chairs are reserved for older adult participants, and they have priority over children. Children are not allowed to use the computers, TV, exercise, or other equipment without express permission from the Executive Director. For the safety of everyone, anyone violating this rule will be asked to leave the Senior Center.

3. **Animals Prohibited** – No animals are permitted in or around the Centers, except animals required to assist disabled persons or trained pet therapy animals.
4. **No Smoking or Alcoholic Beverages** – No alcoholic beverages are permitted in the Senior Centers.
5. **Solicitation** - No solicitation or private sales from vendors may take place in the Senior Centers without express permission from the Executive Director. Program presenters may provide information, but cannot solicit business.
6. **Charitable Contributions and Solicitation** - No organization may solicit contributions or sell fund raising items or raffle tickets without the express permission of the Executive Director.
7. **Equipment** – No equipment or property belonging to the Council shall be removed from the Senior Centers without express written permission of the Executive Director.
8. **Decorations** – No decorations or objects of any kind may be affixed to the walls, ceilings, doors or windows in any Senior Center space without permission of the Executive Director.
9. **Flyers**- The Council provides a bulletin board for community notices that may be of interest to participants of the Centers. All flyers must be submitted to the Center Manager for approval before posting. These flyers may not solicit products or services.
10. **Advertising** – Signs or flyers advertising any products or services are strictly prohibited within the Senior Centers. The Council will provide space for informational brochures for products or services that may be of interest to participants. All brochures must be submitted to the Council for approval before being displayed.
11. **Open Flames** – The use of open flames and flammable material is not allowed inside the Senior Center, with the exception of the closely supervised use of small flame producing devices such as candles on cakes and sterno-type materials used to maintain food temperatures. The following flame-producing devices that may not be used include, but are not limited to, the following: torches, incense burners, charcoal grills, and candle centerpieces. Please be advised that if this rule is violated, a user may be required to vacate the Senior Center and may be barred from further use of the facility. .
12. **Music and CD Players** – Participants wishing to play music during an unscheduled activity should keep the music low enough as to not disturb other participants.
13. **Personal Losses and Damages** – The Council for Senior Citizens is not responsible for lost, damaged or misplaced property placed in or on its facilities or grounds. Furthermore, the Council is released and discharged from any and all liability for loss, injury, or damage to persons or property that may be sustained arising out of the use or occupancy of the Center for Senior Life and its grounds.

14. **Suspension from the Center** - The Executive Director or an agent appointed by the Executive Director, may, at his/her discretion, request any participant to leave the Senior Center if the person is deemed to be disruptive, poses a potential danger to the well-being of others or himself/herself, is engaged in any illegal activity, or violates any of the regulations of the Council
15. **Abuse of Operational Rules** - Any person who abuses the operational rules or any other laws or policies applicable to the Senior Center be required to vacate the Center and may be barred from further use.
16. **Compliance with Applicable Laws** – Persons using the Senior Center shall comply with all federal, state and local laws and regulations.

These policies and regulations may be amended at any time by the Executive Director.