

# **POLICY FOR USE OF SENIOR CENTER**

**(Revised August 1, 2023)**

## **POLICY STATEMENT**

The Robbinsville Township Senior Center is a deed-restricted municipal structure for activities, services and programs serving the social, recreational, educational, and welfare needs of the senior citizen community of Robbinsville Township. The building shall be used primarily and predominantly by senior citizens during regular operating hours. However, prudent use and management of the Senior Center allows the community to benefit more broadly from use of the building for recreational purposes, provided that such use does not interfere with the building's regular operating schedule. The permitted uses of the building, whether senior-oriented or not, shall be determined by the Senior Center Manager or their designee in accordance with the limitations set forth in this Policy.

## **REPORT**

The Senior Center Manager or their designee shall prepare an annual report to the Senior Citizen Advisory Council and Township Council outlining the senior-oriented and recreational uses of the building.

## **AREAS AVAILABLE FOR USE**

1. Multi-purpose Room: The largest room in the Senior Center, which can accommodate up to 180 people. The room contains restrooms, stage and is adjacent to the kitchen.
2. Arts/Crafts Room: A meeting room for up to 30 people. There is no access to the kitchen from this room

## **CLASSIFICATION OF USES**

Pursuant to Robbinsville Township Ordinance 174-17, use of the Senior Center for senior activities takes precedence over any other use. With the exception of the aforementioned, the affairs of the Township of Robbinsville or of a Township Board/Committee shall take precedence over all other uses.

Use of the Senior Center, subject to the limitations set forth above, shall be permitted for recreational activities operated through or sponsored by the Robbinsville Township Division of Recreation ("Recreational Activities").

## **LIMITATIONS ON USE**

Use of the Senior Center for Recreational Activities shall not be permitted to utilize the building prior to 5:00 p.m. on Monday through Friday. Weekday use must end by 11:00 p.m. Usage on Saturday and Sunday is permitted between the hours of 8:00 a.m. through 11:00 p.m.

The use must not exceed the established capacity of the room designated as set forth in the section entitled "Areas Available for Use." Permission to use the Senior Center extends only to the specific room requested.

At the sole discretion of the Senior Center Manager groups with less than thirty (30) attendees may be asked to use a smaller room in the Senior Center in order to preserve the multi-purpose room for larger groups.

No door shall be propped open.

The Senior Center audio/visual equipment and microphone shall only be used for official Township purposes. Use for or during Recreational Activities without prior specific permission of the Senior Center Manager is strictly prohibited.

Use of the building shall not endanger Township property, or the health or safety of the public.

The use of alcohol, tobacco, and vaping products is prohibited in the building.

The Senior Center is designed for adult usage and is not equipped with child-proofing materials. No children under the age of eighteen (18) shall be permitted in the building without parental/guardian supervision at all times.

Permission to use the Senior Center is automatically withdrawn on a day when the facility is closed for an official Township closing, inclement weather, work stoppage, or other emergency.

## **CARE OF PROPERTY**

Smoking and vaping are prohibited in any Township-owned building, including the Senior Center.

No food or beverages shall be permitted in the Senior Center, unless prior approval has been granted, and then, shall be permitted only in those areas designated by the staff at the Senior Center. Under no circumstances can food be served in areas of the building with carpeted floors.

The equipment and furnishings that are Township-owned shall not be used without permission and shall not be removed from the building.

The building shall be cleaned after usage, if applicable. Additionally, arrangements shall be made for the return of the building to its original condition in time for the next day's senior activities. Tables and chairs may not be moved from their original position unless prior approval is granted

by the Senior Center Manager or their designee. If approval is granted, tables and chairs must be returned to their original position.

The building must be kept in the same condition prior to use. Garbage must be removed from the building and placed in the Township dumpster, located in the rear of the parking lot. Tables and the kitchen must be cleaned if food is served. All lights must be turned off prior to leaving the building. All doors must be locked upon leaving.

Video cameras are present on the Senior Center premises and individuals will be subject to video surveillance while utilizing the Senior Center.