

POLICY FOR USE OF SENIOR CENTER

(Revised January 1, 2020)

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, 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 Director or his/her designee in accordance with the limitations set forth in this Policy.

REPORT

The Senior Center Director or his/her designee shall prepare an annual report to the Senior Citizen Advisory Council and Township Council outlining the 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. Fitness Room: A meeting room for up to 20 people. Food is not permitted in this room. There is no access to the kitchen from this room.
3. Arts/Crafts Room: A meeting room for up to 30 people. There is no access to the kitchen from this room.

CLASSIFICATION OF USERS

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 users and are not subject to fees or charges for use of the building.

All other organizations and/or individuals permitted to use the Senior Center will be classified as Class I or II users as follows:

1. Class I users will be given priority for the use of the Senior Center over Class II users and may use the Senior Center without payment of a use fee, but shall be charged a fee for weekend use. The adult representative of the organization/club, who will be considered

the agent of the organization/club, must be a Robbinsville Township resident. Class I users include the following:

- Township Non-Profit Organizations/Clubs comprised of 51% or more Robbinsville Township residents.
2. Class II users may use the Senior Center without payment of a use fee, but shall be charged a fee for weekend use. Class II users include the following:
- Township Non-Profit Organizations/Clubs comprised of less than 51% of Robbinsville Township residents. The adult representative of the organization/club, who will be considered the agent of the organization/club, must be a Robbinsville Township resident.

LIMITATIONS ON USE

Users 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. Users are not entitled to any other room to which permission to use has not be expressly granted.

At the sole discretion of the Senior Center Director groups with less than 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 is not available for use.

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 may not be used for activities that discriminate against individuals in violation of law.

Other than for bona fide non-profit purposes the building may not be used for private parties or functions, including but not limited to family parties.

No for-profit businesses may use the Senior Center for meetings or corporate events. Businesses may be involved in a charitable event at the Center.

The Senior Center is designed for adult usage and is not equipped with child-proofing materials. Unless special permission is granted, no children under the age of five shall be permitted in the building.

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.

APPLICATION FOR USE

The Senior Center Director or his/her designee is authorized to approve or deny, and schedule use of the Senior Center in accordance with the guidelines set forth in this policy statement. The Senior Center Director or his/her designee will determine the classification (Class I or II) of the applicant and the fees, if any, to be charged for the use of the building. Applicants may be required to provide a roster of participants with their application. Rosters must include the name and home address of each participant.

Applications for use of the Senior Center must be submitted to the Senior Center Director or his/her designee at least fourteen (14) days in advance (when practical) of the proposed meeting or function. All applications shall be submitted on the printed form provided by the Township.

The Township reserves the right to cancel any date on which the building is required for Township purposes or senior citizen functions. Every effort will be made to accommodate the applicants who had made prior reservations to use the Senior Center. Permission to use the Senior Center may specifically be withdrawn from any applicant who has willfully made a misrepresentation on the application or whose members violate the rules established for the use of the building. Such withdrawal of permission may constitute grounds for denying a future application made by the organization or individual.

Any applicant engaged in youth activities shall demonstrate that it has undertaken reasonable safeguards and precautions to ensure the safety of the children in the building.

CARE OF PROPERTY

Smoking and vaping is 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. Class I or II users requesting the use of the kitchen to prepare food shall provide a certificate of insurance at the time of application, naming the Township as an additional insured, and shall agree to indemnify and hold the Township harmless against any liability or loss. Applicants must maintain general liability insurance with limits of liability not less than \$1,000,000 (One Million) per occurrence and aggregate.

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 Director or his/her designee. If approval is granted, tables and chairs must be returned to their original position.

A security deposit, as set forth in Robbinsville Township Ordinance 174-20J, shall be required to guarantee against damage and/or inadequate cleaning of the building. The deposit would be returned to the user if the building is returned to its original condition. However, if the building is not returned to its original condition, the Township could retain the deposit to offset costs of custodial and/or repair services necessitated as a result of the building use.

The building must be kept in the same condition prior to use. Failure to follow proper cleaning procedures will result in discontinuing use of the building and/or the forfeiture of the security deposit. 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.

LIABILITY AND INDEMNIFICATION INSURANCE

All Applicants shall assume full responsibility for any damage caused by or occurring during use of the facility and assume full responsibility for the conduct of all participants while they are in or about the Senior Center and grounds and must enforce the rules set forth in this policy.. Applicants shall indemnify and hold harmless the township for any injuries, personal or property, caused by its negligence or intentional act.

Applicants may be required to provide a certificate of insurance, at the time of application, naming the Township as an additional insured, to indemnify and hold the Township harmless against any liability or loss resulting from use of the Senior Center. Class I or II users must maintain general liability insurance with limits of liability not less than \$1,000,000 (\$1 million) per occurrence and aggregate. The policy will provide coverage for the applicant's activity at the approved facility, and shall state such activities on the certificate of insurance.

FEES AND OTHER CHARGES

Pursuant to Robbinsville Township Ordinance 174-9 the Township Council, upon the recommendation of the Senior Center Director, shall adopt an annual use fee for nonresident individual users of the Senior Center. This use fee shall be subject to proration (for example, the use fee shall be reduced depending upon when the individual begins to use the Senior Center in a given calendar year).

The Township may elect to charge a reasonable fee associated with organization/group use of the Senior Center. These fees will be established by the Township and adopted by the Township Council.

A refundable \$100 security deposit, as set forth in Robbinsville Township Ordinance 174-20J, shall be charged for use of the building to guarantee against damage and/or inadequate cleaning of the building.

In addition to any fee, if use of the Senior Center necessitates overtime pay for any Township employee as a result of such use, the applicant holding the function shall be responsible for payment of such overtime. Payment shall be made in advance of the function and shall be in accordance with Township policies.

KEY

The key to the Senior Center will be held by the Police Department. The person from the organization using the building, who picks up the key, will be asked for identification prior to the release of the key. The key must be returned immediately to the Police Department upon the completion of the function/meeting.

A \$25 security deposit shall be charged for the key to the Senior Center, which shall be refunded upon the return of the key to the Police Department.