

# **Independence and Behavior Policies of the Thomaston-Upson Senior Center**

Programs at the Senior Center are designed for independent older adults aged 60 and older. To best serve all qualified individuals, the Senior Center has adopted these standards of independence and behavior for participants. The Senior Center prepared this statement of policies and procedures to carry out its mission more effectively and to facilitate the day to day activities of the participants, staff and volunteers. Violations of these policies may result in suspension or expulsion from the Center and its activities.

## **1. General Guidelines:**

- A. Everyone is to be treated with courtesy and respect.
- B. Registration is required at the Senior Center. If a participant cannot meet the required guidelines, staff is available to share resources and discuss options. The staff is committed to providing a welcoming atmosphere for as many community seniors as possible. The Senior Center asks that each person involved in any activity complete an Adult Program Release Form with the Senior Center Director.
- C. The Senior Center takes no responsibility for the security of any personal articles brought to or left at the Center and is not responsible for any damage or theft of these items. Participants are encouraged to take any personal belongings home with them each day when they leave the Center. All participants are encouraged to leave the areas they have been using, (crafts room, bathroom, dining room), in a clean state. Touching or removing personal articles of other is NOT permitted.
- D. Should you wish to circulate a petition or survey or take photographs (other than for personal use) of the Senior Center or other participants, please seek permission of the Senior Center Director. A release form is required.
- E. No commercial soliciting is allowed at the Senior Center. Participants may sell their personal items to other participants with some restrictions. Consignment fees may be charged. Inquiries regarding any type of sales should be directed to the Senior Center Director.
- F. Approval by the Senior Center office must be given before any bulletin board posting. No notices are to be posted on walls or doors. The request of an outside organization to display its material within this public building must come to the Senior Center Director. The posting of any non-Senior Center activity should not necessarily be considered an endorsement or recommendation of the activity or item being advertised.
- G. Storage space in cabinets for use by groups will be designated by the Senior Center office, labeled for that group's use, and any property labeled by them.

- H. Equipment in activity areas, (sound systems, multimedia projectors, radios, etc.) may be used only by those who have been given prior permission by the Senior Center office. Users of this equipment must be trained and understand any special operating instructions that may apply.
  - I. Use of any Senior Center office equipment (including office phones, copier, fax machine, etc.) will not be allowed unless permission is given by office personnel. Phones are available for access at the front desk with the help of staff.
  - J. Trash receptacles at the Senior Center, including the dumpster, are not for public use.
  - K. Any spillage, damage or potential hazard should be reported immediately to the Senior Center office. It is expected that persons will clean up after themselves in the general public areas and bathrooms.
  - L. Those using the Senior Center are encouraged to fill out a Senior Center suggestion form to inform the Senior Center office of any problems with equipment, furniture or features of a room or other issues which need further attention.
  - M. Unattended or abandoned vehicles left in the Center parking lot may be towed. If a participant's car needs to be left in the parking lot after hours, the Senior Center Director must be notified.
  - N. Each participant will provide the staff with the name and telephone number of a person to contact in case of an emergency. If a participant experiences a medical problem while on the premises, it is expected that the participant will follow the recommendation of the Senior Center staff to seek appropriate medical treatment. Any senior who is injured at the Senior Center should notify staff and may be required to fill out an incident report at the Senior Center office, no matter how minor the injury is.
  - O. Anyone who brings a guest under the age of 60 is required to notify the staff. Participants are responsible for their guest while at the Senior Center due to the Senior Center being designed for older adults, younger guests should only be brought to the Center on special occasions.
  - P. The Senior Center does not provide sleeping accommodations. Sleeping, napping in chairs, or lying outstretched on furniture or on the floor is not allowed.
  - Q. Appropriate dress is always required in the Senior Center.
  - R. Guidelines for trips, lunch and breakfast are listed on a separate form. (Available at the front desk)
  - S. Any behavior that causes dissension, unpleasantness, and interferes with the enjoyment, caring and supportive atmosphere of the Senior Center will result in a write up. Repetitive offenders can lead to permanent suspension.
2. Rules:
- A. Individuals must be able to care for themselves independently while participating in Senior Center activities. Participants are expected to be

reasonably oriented, capable of independent decision making, and capable of planning their own activities, (transportation, lunch and Senior Center activities). Participants are expected to be responsible for their own personal health and medical care, including the taking of medications, monitoring special diets, etc. Senior Center staff cannot provide personal care and will determine if participants are required to be accompanied by a care attendant while at the Senior Center. Individuals needing assistance, (memory impairment, wheelchair user unable to use restroom independently, etc.) may participate in Senior Center activities with the aid of a full-time care attendant.

- B. The use of derogatory comments slurs, epithets or language that is abusive, threatening, loud, insulting or harassing may result in suspension or expulsion from the Senior Center.
- C. Fighting, physical abuse, challenging others to fight, destroying or damaging property and other disruptive behaviors are prohibited and may result in suspension or expulsion from the Senior Center. The police may be contacted in response to such behavior.
- D. The Senior Center is a non-smoking building. Smoking is only permitted outdoors in the designated areas away from any entry doors.
- E. Persons under the influence of illegal drugs or alcohol will be asked to leave the Senior Center.
- F. No alcohol or illegal drugs may be brought into the center.
- G. No weapons are allowed on or around the premises.
- H. No solicitation is allowed.
- I. No political advertising is allowed at the Senior Center or on the property other than on special scheduled political forum days where all candidates from selected races have been invited.
- J. Other than collections for Senior Center fundraising or local charities, participants or staff should never be asked for money. If a participant is experiencing financial hardship, please check with a Senior Center staff member for referral to social service assistance agencies.
- K. Participants should wear shoes and clean clothing. Staff will recommend more frequent bathing and/or incontinence supplies to participants whose body odor may become offensive to others.
- L. No animals are allowed in the Senior Center except for a special scheduled program. Service animals may enter the Senior Center, and must be restrained and with their companion or owner at all times. Animals may not be left unattended outside the Senior Center.
- M. No gambling allowed.
- N. Items belonging to the Senior Center may not be removed from the property without permission from the Senior Center Director.

Anyone with any questions or suggestions regarding these policies may bring them to the attention of the Senior Center Director.

Violations to any of the above guidelines and rules may be grounds for a verbal or written warning, suspension or expulsion depending upon the seriousness of the offense. Senior Center participants returning to the Senior Center in violation of the suspension or expulsion order will be asked to leave by the Senior Center staff. Should this approach be unsuccessful, public safety personnel (police) will be called to protect the safety and welfare of staff and participants. A suspended or expelled individual will have the right to ask for an appeal through the Senior Center Director. The suspension or expulsion will be maintained during the appeal period.

I have read and have been read to, explaining these rules and guidelines of the Thomaston-Upson Senior Center. I understand that by signing my name below, I acknowledge and agree to the terms and rules. If I have any questions, I will ask a member of the staff to explain any rule or guideline that I do not understand. I also agree to if asked, to withdraw my participation from the Thomaston-Upson Senior Center until I can comply with the rules and guidelines.

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Client Signature

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Date

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Staff Signature

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Date