

**ROXBURY SENIOR CENTER  
7 SOUTH STREET  
ROXBURY, CT 06783**

**BUILDING UTILIZATION POLICIES**

**2009**

**Amended by Senior Center B.O.D. On: 10/07/2010**

## **Mission Statement**

*The Senior Citizens of Roxbury have proudly worked and sacrificed to contribute to our town. Our goal is to provide a Center where Roxbury's seniors may enjoy the opportunities to enrich their lives through programs that foster involvement in community life, promoting well-being and independence, enhancing dignity and respect, and providing services, assistance, and fellowship.*

## **General Building Use Policy**

The purpose of the Building Use Policy is to provide for maximum use and enjoyment stated in the Mission Statement. This policy is to help prevent damage to a Town facility, provide for the safety of persons using a Town facility and to protect the Town from unnecessary liability or expense in connection with the use of Town facilities by the public. The Roxbury Senior Center is limited to Roxbury non-profit organizations and/or residents who meet the age requirement as stated in the Small Town Economic Assistance Program (S.T.E.A.P. Grant). All applications for use must be submitted to the Roxbury Senior Center Director for review and approval.

All functions conducted at the Center must be in accordance with established Center policies, regulations, applicable Town, County, State and Federal laws, ordinances and regulations. All programs need to be “**Senior**” related. The building cannot be rented out to the public or any general government functions unless it is “**Senior**” related. The BOD adopts the 2008 DECD Policy on “Senior Centers”; whereas, the facility cannot be used for voting or related issues. The Center Director or an authorized representative may require violators to leave the building or may terminate the function.

Any activity that interferes with scheduled functions or the operation of the Center or its programs is not allowed.

Applications for use of the facility shall be submitted no later than two weeks prior to the requested date of use. Applications for multiple and/or long-term use of the facility must be submitted no later than one month prior to the first meeting date desired.

Applications shall be made on forms provided by the Roxbury Senior Center Director. An officer of the applying organization must sign the application and a security deposit of **\$200.00** must be submitted. Individuals and groups are required to vacate the premises at the time indicated on their application.

The Roxbury Senior Center reserves the right of first claim to the use of the facility.

Applicants shall refrain from selling or promoting a product for profitable gains at the Center.

All applicants applying for use must furnish the Roxbury Senior Center with a certificate of insurance naming the Roxbury Senior Center, the Town of Roxbury, its agents, servants, or employees as additional named insured, providing coverage for all liability of the Town arising out of, or in any way in connection with, the activities or use of the Senior Center by the Applicant, including but not limited to liability of the additional insured (town) arising out of its general supervision; if any, of such operations with respect to the safety or otherwise, arising out of its ownership or control of the premises on which operations or activities are performed. Minimum amount of insurance required is \$1,000,000. The Certificate must be on file with the Roxbury Senior Center Director prior to the approval of the application.

The applicant may not use tape, tacks, or other fasteners on wood, walls or fixtures in the premises. No Center or Town property or equipment is to be altered or removed from the premises. The Town or Center is not responsible for loss or theft of personal or business property. The Town Representatives and the Center Director must have free access to all rooms at all times.

An entrance door key will be assigned to the applicant, if need be. The Key Policy agreement must be signed and kept with the Senior Center Director, if required. The applicant agrees that said key will not be copied or loaned to others. The key will be used for sanctioned events only and may not be used for personal use. If such key is lost, the replacement cost in the amount of \$200.00 shall be paid to the Town of Roxbury and given to the Senior Center Director.

The **key holder** is responsible for securing and locking the building prior to exiting. Should the building be left unlocked, the Applicant shall be responsible to pay for any loss or damage occurring as a result.

All approved users must satisfy the Roxbury Senior Center that they will guarantee orderly behavior and will underwrite any damage done due to the use of the premises.

All approved users must ensure that all activities must provide either programming or fundraising events for Roxbury Senior Citizens.

All approved users must meet with fire marshal requirements when necessary, and must abide by legal seating capacities for both upstairs and downstairs fellowship rooms.

If applicants serve food or refreshments, all Health Department requirements must be adhered to, including, but not limited to the DSS Elderly Nutritional Guidelines as well as proper training under a state Certified provider.

**No alcohol** beverages shall be allowed in the Roxbury Senior Building.

**No smoking** is allowed in the Roxbury Senior Center.

ALL REFUSE MUST BE PROMPTLY REMOVED AND THE APPLICANT SHALL BE LIABLE FOR CLEAN UP.

If a fireman, police officer, or custodian should be required, as determined by state and local laws, the applicant will pay for such services. In the event the First Selectman requires the presence of police officer(s), the applicant is responsible for contracting directly with Resident State Trooper for a minimum of four (4) hours per officer per event.

Signature: \_\_\_\_\_ date \_\_\_\_\_

**First Selectman**

**THE FOLLOWING CHECKED OFF POLICIES APPLY TO THE APPROVED USER AND ALL SIGNED POLICIES AGREEMENTS CHECKED OFF NEED TO BE ATTACHED TO THE APPLICATION:**

\_\_\_\_\_ **Art on Display Policy:** Art to be displayed must meet the requirements of the Roxbury Senior Center Art on Display Policy.

\_\_\_\_\_ **Building Utilization Policies:**

\_\_\_\_\_ **Closing Policy Procedures:**

\_\_\_\_\_ **Computer Use Policy:** Those Seniors who wish to use Center Computers available to them at premises must sign an agreement for their use.

\_\_\_\_\_ **Key Use Policy:**

\_\_\_\_\_ **The Roxbury Senior Center Town Vehicle Use Policy:** The agreement must be signed and kept with the Senior Center Director when any individual who wishes to drive a vehicle owned by the Town of Roxbury or any vehicle donated for use by the Senior Center, which are also Town owned.

**All items dealing with the application requirements, not specifically mentioned or defined above, shall be subject to the interpretation and discretion of the Director and the Roxbury Senior Center Board of Directors.**