

Senior Center new policies draft1.docx

Effective June 2018

CITY OF BLAINE

FACILITY USE ADMINISTRATIVE POLICY - SENIOR CENTER

General

The Senior Center Facility will be available for public meeting purposes, civic purposes, and non-profit organizations whose membership substantially includes Blaine residents or whose purpose is to provide services to Blaine residents when the facility is not being used for senior center programming or functions.

Certain rooms will be reserved indefinitely for ongoing, regularly scheduled senior activities. The City Council, official City Boards and Commissions, or other organizations whose meetings are sponsored by the City shall have priority in the use of Senior Center facilities. The City reserves the right to cancel any and all reservations without providing any other accommodations in the event the Senior Center facilities are needed for municipal government purposes.

The Senior Center Facility shall not be used for commercial enterprise, religious organizations conducting activities, any profit-making endeavors, or any activity not consistent with the general business purpose of the building. There can be no organized political action in the Senior Center on behalf of any political party or candidate or office holder, however speakers may be scheduled to speak on issues of interest.

Room Reservations

Applications for room reservations for the Senior Center will be processed by Senior Center staff (763-786-9375) on a first come-first served basis. Reoccurring regular meetings or events cannot be scheduled out more than ninety (90) days.

A room reservation application form may be obtained from the Senior Center or on-line at www.blainemn.gov.

Applications are reviewed and the meeting rooms are scheduled by the Senior Center Staff.

Senior Center business hours are 8:00 AM to 4:30 PM, Monday through Friday. During those hours, Meeting rooms are for the purpose of conducting Senior Center business. Meeting rooms are available for public use Monday through Friday 4:30 PM to 10:00 PM and Saturday and Sunday 8:00 AM to 10:00 PM. The Senior Center is closed on holidays.

Users of the facility are required to complete their business and exit the building by 10:00 PM in order for the building to be secured.

Rental Use Fee for Rooms

A room use fee as determined by the City Council annually is required in order to reserve a room at the Senior Center. Fees will be based on the size of the group and length of time the room is being used. Custodial staff shall be responsible for set-up of the Senior Center Facility. The fee is payable at the time the application is submitted.

The user shall agree to pay for all damages to city property or equipment or extraordinary cleaning costs over and above normal use. Items may not be attached to the walls or ceilings.

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Facility Use Policy

Food

Groups may provide their own coffee and light refreshments, provided that all remains be cleaned up and placed in the waste receptacles.

General Rules

- Use only space approved for use.
- The individual representing the organization using the Senior Center facilities, i.e., person signing the application shall be responsible for:
 - Properly disposing of all papers, coffee, cups, etc.
 - Shutting off lights and securing doors.
 - Reporting, repairing, or replacing any damage or loss incurred to City facilities.
- No alcoholic beverages may be brought into, served, or consumed on the premises.
- Noise and sound need to be controlled so as not to travel to other portions of the facility and disturb work areas or other meetings.
- The entire facility is smoke-free.
- Candles are prohibited.
- Gambling is prohibited.
- Users shall agree to absolve the City from all liability claims in event of an accident or injury while using the meeting rooms.
- Users shall comply with all city ordinances, state statutes, federal laws and the established rules, which apply to authorized use of the Senior Center Facility.

- Users representative shall assume full responsibility for the conduct of the entire group while they are in the Senior Center facility. Children must be under the direct supervision in the same room of an adult at all times.
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- The user shall agree to pay for all damages to city property or equipment over and above normal use.

Building Access

Approved users of the facility will be provided with a code access to the building by Senior Center Staff. The code provided will allow access to the building and assigned meeting rooms, and restrooms.

The City of Blaine is committed to the policy that all persons shall have access to its facilities without regard to race, color, religion, sex, national origin, age, marital or veterans' status, sexual orientation or disability.

Use of Commercial Kitchen

The Public may use the commercial kitchen during times and dates not being used by the Senior Center or other approved City functions. Rules for the use of the commercial kitchen are as follows:

1. **Anoka County License –**
 - a. Any user of the kitchen must obtain the required license for food handling from Anoka County and present it to City staff prior to being issued access to the kitchen.
2. **Pre-Rental Training –**
 - a. Kitchen users are required to attend a one hour training with City Staff prior to using the kitchen. This should be set up at least one-week before the rental.
 - b. If unable to schedule a training session, the user will be required to watch a training video and sign affidavit that they understand and will abide by the instructions presented. This affidavit will need to be presented prior to getting access to the kitchen.
3. **Catering –**
 - a. No Caterer's will be allowed to rent the kitchen , however an eligible user may use a Caterer
4. **Post-Rental Inspection**
 - a. Staff will conduct an inspection of the kitchen the morning after rental and if additional cleanup is necessary, staff will determine the amount of deposit that will need to be kept.
5. **Commercial Kitchen Rental Fee**

- a. A separate fee will be charged for the commercial kitchen in addition to any other room rental fee. This fee is set annually by the City Council.
- b. A refundable damage deposit of \$500 is required from any user of the commercial kitchen and must be paid at the time of application.

6. Examples of Allowed Users of the Commercial Kitchen

- a. The following groups/events are examples of allowed users of the Commercial Kitchen(not an exhaustive list)
 - i. Housing Associations
 - ii. Community Fundraisers
 - iii. Birthday Parties
 - iv. Anniversaries
 - v. Hobby Clubs
 - vi. Educational Events

7. Examples of users not permitted to rent the Commercial Kitchen

- a. The following groups/events are examples not permitted to rent the Commercial Kitchen(not an exhaustive list)
 - i. Weddings
 - ii. Campaign activities related to an election cycle
 - 1. Bonding issues
 - 2. Campaigning for elective offices
 - 3. Fundraising for any election cycle activities
 - iii. Any group or event that is collecting money related to the attendance of the event and the purpose of the collection of money is for profit.
 - iv. Any for profit business

8. Other Groups

- a. Any group or event that does not clearly fall into one of the above categories will be approved or denied at city staff's discretion.