



# Town of Orleans

ORLEANS COUNCIL ON AGING & SENIOR CENTER

150 Rock Harbor Road • Orleans, MA 02653

508-255-6333

Fax: 508-240-6936



## POLICY FOR BUILDING USE

The Orleans Senior Center is a municipal facility built on land donated to the Town of Orleans for the explicit purpose of benefitting Orleans' seniors. The facility is utilized to provide meaningful experiences, programs, activities and supportive services to enhance the quality of life for older adults and caregivers in our community.

All meetings and events to be held at the Orleans Senior Center must ensure adherence to the following criteria:

- Must be approved by the Director of the Council on Aging.
- Will be scheduled based on the following priorities:
  - Senior Center sponsored events
  - Groups and organizations affiliated with the Senior Center
  - Community based educational, civic, charitable and cultural group programs which provide benefit to Orleans seniors
  - Town of Orleans departments and committees
  - Other events intended to celebrate or recognize older adults and caregivers.
- Will be scheduled during regular hours of the Senior Center, unless at the discretion of the Director, a departmental staff member is available to supervise the facility for the event without considerable cost to the department.
- Must be open to the public.
- Must not involve commercial solicitations. If the Senior Center requests representatives of a private business to conduct a seminar or supply items for an event, the business will be recognized for its contribution but will not be allowed to solicit business. Vendors and speakers may distribute informational handouts, at the discretion of the Director, if they provide benefit to Orleans seniors. Participation by such groups does not imply Senior Center endorsement of the group's aims, policies or activities.
- Must not involve political solicitation for any candidate, ballot question or political party, except when an open public forum is held at the Senior Center, with equal access given to all candidates and viewpoints.
- Must not interfere with the normal operation of the Senior Center.

## **ORLEANS COA POLICY FOR BUILDING USE (cont.)**

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- Agree to indemnify and hold harmless the Town of Orleans, Orleans Council on Aging and all of their officers, employees and agents from any claims asserted by any person for damages for personal injuries including loss of life and/or loss of property and arising from or related to an event or incident occurring on or about the Senior Center Building and/or grounds, in use during the event.

***Approved by the OCOA Board of Directors on 6/22/16***



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### TERMS OF USE FOR SENIOR CENTER BUILDING USE

All groups and organizations holding meetings or events in the Senior Center will:

- Designate a person responsible for the event and the conduct of the group, and provide their contact information to the Director of the Council on Aging prior to the event.
- Contact the Senior Center at least two days prior to the event to arrange for room set-up and the equipment needed. No furnishings or equipment may be moved without the express permission of COA staff. Items may not be taped or fastened to building surfaces.
- Check in either at the Reception desk or with designated department staff, upon arrival for the event and at the completion.
- Ensure that the group size does not exceed room capacity.
- Abide by the Senior Center Participant Behavior Policy.
- Begin and end meetings/events at scheduled times.
- Obtain approval of the Director of the Council on Aging prior to serving refreshments or utilizing the commercial kitchen.
- Not allow smoking or consumption of alcoholic beverages in the building or on the grounds. Also do not permit candles and open flames.
- Remove all materials brought into the Senior Center. There is no storage space available.
- Assume responsibility for any damages to the facility or equipment utilized during the event.

*Approved by the OCOA Board of Directors on 6/22/16*



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## APPLICATION FOR SENIOR CENTER BUILDING USE

PLEASE PRINT

Date: \_\_\_\_\_

Organization/Group Affiliation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: Start: \_\_\_\_\_ End: \_\_\_\_\_

Please state purpose for use of Senior Center space:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***“The undersigned states that he/she has the authority to make this application for the Applicant and agrees that the Applicant has received, reviewed, understands and will observe the “Policy for Building Use: and the “Terms of Use” for use of the Orleans Senior Center.*”**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY: \_\_\_\_\_  
 Approved  
 Denied REASON: \_\_\_\_\_  
 Written on Master Calendar  
 Contact Person Notified