
*TOWN OF CHESTER SENIOR CENTER
AND
RECREATION FACILITY*



81 LAROE ROAD
CHESTER, NY 10918
(845) 469-7000 EXT.8

OPERATING PROCEDURES
&
FACILITY USE POLICY

MISSION STATEMENT

To provide, promote and present to the Community of Chester social, cultural, and recreational activities. Provide Park and Leisure venues that allow individuals and families to recreate through organized or self-promoted activities

DRAFT #4 MARCH 26, 2019

The Center

Due to the increasing number of seniors in the community, the Senior Center located in the basement of the library needed a new space. With that, several community block grants were acquired, and the goal of creating a new multipurpose Senior Center was achieved. The vision for the new center is to create an environment for all residents of the community to enjoy.

The goals of the center include: offering more activities, expanding awareness of available services, and providing a multipurpose facility that will address the needs of the many and not just the few. In support of our growing community, diversity and inclusion will be part of our organizations mission.

As we work to achieve our vision and goals, we welcome your input and will do our best to accommodate all reasonable requests.

We look forward to working with you and creating a space that will promote a happy and healthy environment. If you have any questions or concerns, please feel free to contact the center.

Sincerely,

Lori Streichert, Director
Town of Chester Senior Center
and Recreation Department

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I. Center Guidelines

Hours of Operation

The hours of operation for the Chester Senior/Recreation Center are 8:30 to 4:30 Monday through Thursday, with the exception of holidays. Fridays, evenings, and weekends are subject to availability and may be available upon request. Please see Use of Facility for further information.

In the event of inclement weather, the center will follow the Chester School District closing schedule. If circumstances allow, the center may be open as the staff shall follow the Town Hall closing schedule. In the event that the Chester School District is not in session, the director, together with the assistance of the Highway Superintendent, will determine closure or delay based on road conditions and safety. Additionally, email, text, and Facebook posts will be used to inform residents of any closings or delays. Please call the center if you have any concerns.

Membership and Attendance

There are no membership dues for the Senior Center/Recreation Facility. However, some programs, activities or trips may require a fee.

Fees are subject to change and are based on programs such as: Classic Yoga, Osteo Exercise, Chair Yoga, Line Dancing, Aerobics and the like.

Other fees (as dictated by cost base) would apply to individual types of events or programs such as, but not limited to: Art class, cooking class, language classes, and crafting. Additionally, there are some clubs that meet at the Center that have their own by-laws and fees for membership.

Town and Village Residents with proper identification (driver's license or other valid photo I.D.) will have priority at time of registration. However, if space remains, non-residents will be permitted to register after a determined time frame. Fees may vary for non-residents.

A senior shall be defined as a person age 60 years or over. If age is a requirement for a senior activity, program, or trip their underage spouse may participate if desired. Any fee will be subject to the established fee schedule for the actual participant.

All participants must be registered with the Town of Chester's Recreation website: www.chesterrecreation.com. Registration includes emergency contact information in the event a situation should arise. If necessary, a written document may be submitted to the recreation director to keep on file.

II. Eligibility

In order to ensure the safety of all participant's at the center, we require all participants have the ability to safely and independently be in attendance or be accompanied by a family member, companion or health aide. If an aide or companion is required, they must accompany the participant at all times.

A participant that has a problem that cannot be managed with the assistance of a companion or aide may be excluded from participating at the center. Some problems include, but are not limited to:

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|-----------------------------|-----------------------------------|
| Wandering | Chronic unmanageable incontinence |
| Poor personal hygiene | Chronic contagious disease |
| Abusive or harmful behavior | Behavioral health problems |
| Cognitive impairment | Regular occurring seizures |
| Drug or alcohol abuse | Inability to toilet independently |

III. Health and Safety

The Town of Chester Senior Center/Recreation Facility is a NO SMOKING facility. Smoking is permitted outside at a designated area.

Alcoholic beverages are not permitted within the building or on the grounds.

The number of occupants allowed per building code is determined by occupancy classification as set forth by the Town of Chester Building Inspector. As such, the Occupancy Permit is conspicuously posted at the entrance of the Center.

Pets are not permitted inside or outside the building except during approved programs. Service pets are allowed according to ADA regulations.

Fire drills are conducted periodically. All participants are required to participate.

Participants are required to have emergency contact information on file.

Storage of personal property is not permitted.

The center is not responsible for lost items.

Weapons are not permitted in the center. Only authorized individuals with proper identification are permitted to carry a weapon and must notify staff immediately upon entering the center.

Decorating of the facility is subject to the director's approval. No nails, tape or objects are to be placed/hung on the wall.

IV. Code of Conduct

In order to achieve a happy and healthy environment, we must ensure that all participants feel safe and secure in their surroundings. Any participant that creates a serious disruption or an unsafe environment will be asked to leave the center. If necessary, the Town of Chester Police department may be called for assistance.

The Center has a **zero tolerance policy** of harassment and or violence. The director may exclude any person or persons that violate the policy. Actions that may lead to exclusion include, but are not limited to:

- Intoxicated participants

- Possession of illegal substance or alcoholic beverages

- Using obscene or profane language, or gestures, or verbally abusing other participants

- Sexual harassment – verbal, written or physical

- Making disparaging remarks towards others about their sex, religion, gender, race, or national origin

- Intentionally causing or attempting to cause physical injury to others

- Carrying a dangerous object, firearm or knife, etc.

- Repeatedly disregarding the policy

- Inappropriate attire. Shirts and shoes are required at all times

- Destruction of property

In the event that any of the above listed items are witnessed or reported, a verbal warning will be issued and documented. If at that time the action continues, the staff may ask the participant to leave. If necessary, the Town of Chester Police department will be called.

If a participant continues to exhibit unacceptable behavior, they will be unable to attend or participate in events at the center. Written documentation will be sent to the Town Board indicating said behavior. Participant will have the right to appeal the decision.

Should participant decide to appeal the decision to be excluded from center activities, they must write to the Town Board within 10 business days. All matters will be handled in a confidential manner.

V. Bus Trips

Registration is first-come, first-serve. Space is limited so please don't wait to the last minute.

In the event that a trip cannot be filled by Chester Residents first, non-residents will be offered an opportunity to register.

If necessary, due to the lack of enrollment, a trip may be canceled by the department up to 30 days in advance in order to receive a refund from the venue or agency.

If the individual needs to cancel, the following may apply:

Day trips: Refunds will be subject to the policies of venues or tour agencies. Typically, once a final head count has been established, refunds will not be permitted. Please notify us as soon as possible so we may assist you in the process. If a refund is not possible, it will be up to the individual to find a replacement.

Multi-Day trips: Refunds will be subject to Motor Coach and tour agency policies.

When available, trip insurance will be offered at an additional fee.

If necessary, a waiting list will be instituted.

VI. Use of Facility

When the center is not being used for Senior/Recreational activities, organizations in the Town or Village of Chester may request to use the facility. All requests are made through the recreation website: www.chesterrecreation.com. Requests should be made no more than 3 months in advance, and no less than 2 weeks before. Scheduling is on a first-come, first-serve basis. Under extenuating circumstances, reservation requests that do not fall into the above time frame, may be granted upon the directors or Town Board approval.

You must be a Town or Village resident 25 years or older in order to rent the facility. Non-profit groups or civic organizations in the Town or Village of Chester are eligible to request the use of the center. A Certificate of Insurance is required for all facility use. A fee may be charged.

Approval for use of the facility is based on availability and suitability of request, as well as adherence to application requirements. The Town Board reserves the right to approve or disapprove of a facility use request. The use of the facility is subject to guidelines adopted by the Town of Chester Town Board.

Town or Village events will take precedence. Should preemption of scheduled activities be necessary, the director will notify the group and advise of the interruption.

Personal parties, social affairs, gambling, or liquor are not allowed.

The in-house audio visual components are operated only by staff at the center.

Any individual, club, or organization that does not adhere to the policies and procedures that have been set forth, will lose the ability to use the facility.

Please see the separate policy for use of the Senior Center/Recreation Facility.

VII. Visitors and solicitation

Soliciting is not permitted at the Town of Chester Senior Center/Recreation Facility. Any fundraising project or event would require approval by the Town Board.

Flyers or posters advertising any event requires the director's approval.

Informal visits from candidates for public office must be scheduled in advance.