

GUIDELINES FOR USE OF BIG LAKE SENIOR ACTIVITY CENTER

The Big Lake City Council adopts the following guidelines in regard to the utilization of the Big Lake Senior Activity Center. It is the intention of the City Council to make every effort to provide equal program opportunities for all Big Lake area senior citizens at the Activity Center. With this thought in mind, the following Guidelines have been established in regard to the Activity Centers' use.

1. The Activity Center shall be made available primarily for the use of Big Lake area senior citizen's groups and as a back-up facility for City Council, Planning Commission, Park Board, and other local government meetings/activities, which do not conflict with the senior citizen's activities scheduled. The Activity Center will be utilized by the City of Big Lake on all Election Days and will not be open to the public. The Activity Center is also open to Big Lake Area Non-profit organizations who wish to use the facility for meetings when no other functions are scheduled. Big Lake Area Non-profit organizations will be required to put a security deposit of \$50.00 down to use the space. The City's Recreation Coordinator will collect the security deposit and will return the deposit if there is no damage to the Activity Center and the space is left in a neat and clean condition.
2. Senior Activity Center posted hours of operation are from 8:30 AM – 4:30 PM Monday through Friday, except when City Hall is closed due to holidays, inclement weather, or other specified reasons. The Senior Activity Center will not be staffed and will only be accessible by a keyed entry. Each Senior Group registered with the City will be given one key for use by their members. A key will also be kept at City Hall. After hours use of the facility can be arranged by contacting the City's Recreation Coordinator at least 48 business hours prior to the proposed time of use.
3. When the Activity Center is open for a small senior group activity, it is open to all seniors (age 55 or older) and no one can be excluded from the Center. However, they do not have to be included in the entertainment or refreshments provided for the small group.
4. A scheduling calendar will be located in the City hallway area outside of the Senior Activity Center. Groups will be allowed to sign up for use of the room on a first-come, first-serve basis. When scheduling use of the room, the group should list the date the room was reserved, a contact person, and phone number.
5. Equipment purchased or donated for use at the Activity Center shall be made available to all groups in need of such use. Items not secured or labeled will be considered the property of the Big Lake Senior Activity Center. Personal items left at the Center are not the responsibility of the City of Big Lake or the Big Lake Senior Activity Center.
6. The Big Lake City Council will constantly seek input from interested parties in regard to Activity Center Guidelines.
7. The name and phone number of the City Council liaison to the Senior Citizen's will be posted in the Activity Center for the convenience of those seeking input.
8. Anyone using abusive language, verbally harassing anyone, or any consistently reported complaints received by the City Council liaison regarding the behavior, cleanliness, or orderliness of an individual, shall be brought to the attention of the City Council and they may direct Staff to investigate the issue or the individual causing the disturbance. The individual causing the disturbance shall be asked to leave the Senior Activity Center and may be required not to return for a specified period of time. The City Council may direct Staff to research complaints in an effort to resolve any issues that may arise. Included but not limited to: offensive body odor, rude,

belligerent, or obnoxious behavior, disregard of facility guidelines such as the No Smoking policy, parking unlawfully in a handicapped zone, etc.

9. Person's participating in an activity in the Center must leave the Center in a neat and clean condition, or they will not be allowed in the Center. This includes removing any garbage that accumulates while using the Center, cleaning off counter tops and tables, and sweeping the floor.
10. No alcoholic beverages will be allowed in the Activity Center.
11. There can be no organized political action in the Center on behalf of any one political party or candidate or office holder, but speakers may be scheduled to speak on issues of interest and importance to seniors, if seniors so desire. Political campaigning of any type is prohibited at the Big Lake Senior Activity Center.

*Guidelines Adopted by the
Big Lake City Council
on August 26, 2009*

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| City Hall hours: | 8am – 4:30 p.m. (Monday – Friday) |
| City Contact Person: | Corrie Scott, Recreation Coordinator Phone: 763-463-9320 e-mail: cscott@biglakemn.org |