

## **Bertie County Senior Center Use Policies**

The Bertie County Senior Center was developed for the use of Bertie County Senior Citizens.

The Senior Center Gym can be used by the following organizations (by priority) after arrangements have been made with the Council on Aging Staff.

Bertie County Senior Citizens (no charge)

Bertie County Government Agencies (no charge)

N.C. State Agencies (no charge)

County/State Educational Institutions (no charge)

Non Profit Organizations and Businesses may rent the Senior Center for **\$200.00** a day plus a **\$50.00** incidental fee. The incidental fee is refundable if there is no damage or if proper clean up is done.

NO parties (birthday/graduation/wedding receptions/etc.) will be allowed unless it is a Senior Citizens party.

Alcoholic beverages and smoking are **NOT ALLOWED** and are strictly prohibited.

Events are limited to **four (4)** hours.

When **paying** to use facility, an admission at the door will be allowed only to cover the direct cost of programs. If using the facility for **free**, only a basket can be passed around to ask for a donation.

Anyone requesting the use of the Senior Center must sign and abide by the “Agreement for use of the Senior Center Gym.”

Failure to abide by the “Agreement for use of the Senior Center Guidelines” can result in loss of organization’s privilege to rent the Senior Center.

## Agreement for Use of Senior Center Gym

The following rules will apply when using the Senior Center:

1. Arrangements will be made with the Senior Center staff regarding set up times.
2. Maximum occupancy of the gym is 150 persons. Exceeding this limit is unlawful.
3. Extension cords must meet existing fire codes.
4. No scotch tape or nails will be used on the walls. Masking tape use only.
5. **DO NOT** drag tables or chairs across floor.
6. If any problems are noted with building (i.e., heating, ac, plumbing, etc), please report these to maintenance at (252) 724-1685 as soon as possible.
7. If Senior Center chairs are used, please restack them in a neat and orderly manner, 10 chairs to a stack and on the chair dolly. If Senior Center tables are used, please place them on the table truck and return to the closet. **DO NOT BLOCK CIRCUIT BOX IN CLOSET AT THE BACK OF CLOSET.** Please note exceptions in agreement # 15.
8. If food is served, please be sure tables and floors are clean.
9. Alcoholic beverages and smoking are **NOT ALLOWED** and are strictly prohibited.
10. The stage floor is easily marked. Please be sure floor is clean.
11. When leaving the building, be sure the heat is set on **70** or the air conditioning is set on **74**, based on the season.
12. The Senior Center gym must be clean by 8:30 am on the following working day, unless prior arrangements have been made with the Senior Center Director. If the gym is not clean there will be a minimum \$50.00 additional charge for cleaning.
13. User is responsible **and** will be charged for any damages done to building or furnishings.
14. The key will be returned the following working day.
15. When vacating the Senior Center, the following order of chairs and tables must be maintained. One table should be placed by the water cooler and 2 tables by the stairs on each side wall. Put all brown framed chairs on dolly with brown framed chairs and all gold framed chairs with gold framed chairs. Place gold framed chairs in closet and brown framed chairs on the same side wall as the water cooler. Please **DO NOT** cover air vents.
16. **DO NOT** put hot items directly on tables. Use hot pads, towels, etc. for hot items.

I agree to abide by the above rules, and if they are not met, will be prepared to pay for the damages. Failure to abide by these rules not only can result in loss of organization's privilege to rent the Senior Center.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Gym will be used

\_\_\_\_\_  
Organization