

## **Senior Center Program Guidelines for Participation**

Revised January 3, 2011

### **I. General Code of Conduct**

#### **Purpose**

City of Mesquite senior centers are community facilities serving active adults 50 years old or older. The centers function as a meeting place where participants can socialize, take part in activities and classes, receive services that enhance quality of life, facilitate independence and maintain involvement in the community.

#### **Goal**

Mesquite Parks & Recreation is dedicated to providing diverse program opportunities with broad appeal that promote mental and physical benefits for active adults in the community 50 years old or older.

#### **The Center Provides:**

- Wellness Programs
- Classes, Activities, Presentations
- Special Events
- Shopping and Trips
- Volunteer Activities
- Lunch Monday-Friday (Evans and Goodbar)
- Information and Referrals

#### **The Center Does Not Provide:**

- Medical Care for Senior Adults
- Medication Distribution
- Daycare of any sort for Senior Adults
- Personal Care or Bathroom Assistance for Senior Adults
- Staff to attend or be responsible for patrons on trips

**The City of Mesquite does not accept the following type of clients as participants in its senior center programs:**

- Nursing Home Patients
- Adult Day Care Patients
- Home Bound Patients

## **II. Operations Guidelines**

In order for senior centers to provide a safe, comfortable and pleasant environment for all participants the following guidelines are in place:

- Participants must be 50 years old or older and able to be responsible for providing for their own personal care and needs.
- Emergency contacts must be listed on the participant's emergency card at the time of enrollment. Next of kin will be contacted in case of an emergency.
- A caretaker must accompany participants that are not able to attend to their personal needs for the duration of their stay.
- Caretakers that are ineligible as a participant are not to be considered as participants or senior center staff.
- The Senior Program Supervisor may make a determination about whether a client is participation appropriate for the program. Referral to adult day care may be suggested.
- Programs and activities are offered to senior adults with the understanding that they do not need help to accomplish the particular projects or tasks. The program leader will demonstrate projects with completion being in the hands of the participant.
- All participants will conduct themselves in such a manner that they are not injurious to themselves, others or cause damage or destruction of property.
- All participants must conduct themselves in such a manner that they do not disrupt the program or have a negative impact on other participants' enjoyment of activities and facilities.
- Use of tobacco, drugs and alcohol is prohibited inside the senior center.
- No smoking within 50 feet of the senior center entrance.
- Weapons are strictly prohibited anywhere on the senior center grounds.
- Soliciting is prohibited at all times.
- Offensive language is prohibited at all times.
- Good personal hygiene and proper attire are required at all times.
- Respect for others and observance of good manners are expected at all times.
- Any operational questions and concerns should be discussed with a Senior Program Supervisor.

## **III. First Amendment Guidelines**

The City of Mesquite recognizes citizens' First Amendment right to freedom of expression in and on City-operated property and buildings, subject to reasonable limitations under applicable law. In order to facilitate the exercise of this right on public property, the City of Mesquite has established a policy to be applied in an impartial manner without regard to the content of any speech or expression and without regard to the viewpoint of the speaker. A full copy of the policy is available in the City Secretary's Office or on the City of Mesquite web site at [www.cityofmesquite.com](http://www.cityofmesquite.com).

Participants in the Mesquite Parks & Recreation Senior Programs are permitted to pass out religious and political information and discuss topics with other participants as long as it does not create a disturbance to others. Complaints about participants exercising their First Amendment Rights should be directed to the Senior Center staff. Actions taken by staff will be in a content neutral manner.

#### **IV. Transportation Guidelines**

Mesquite Transportation for the Elderly and Disabled (MTED) provides transportation to and from Evans Senior Center, Goodbar Senior Center and Rutherford Senior Center for those Mesquite residents that are eligible clients of MTED. Participants are responsible for contacting MTED prior to requesting service. .

- To cancel or arrange for a ride to the center, participants must call MTED, 972-329-6833
- Riders must make reservations at least 2 weeks before they wish to ride to the center or they may be on a subscription service with set days and pick up times
- Clients that fail to cancel service and are “no shows” may lose the privilege of riding the bus to and from the center.

#### **V. Senior Center Trips**

Senior Center trips provide program participants experiences beyond the center setting. Trips range from shopping excursions to tours and outings. Trips are available to all eligible participants.

- Van/bus seating is on a first come, first serve basis for qualified seniors (50+ adults).
- A caretaker may accompany a participant requiring assistance if an extra seat is available on the van/bus. The senior program supervisor may require a note from the participant’s doctor stating that the client can make the trip if accompanied by a caregiver.
- Qualified seniors take priority for seat availability on trips. If a client requiring assistance cannot be accompanied due to seat availability, the client must make other travel arrangements.
- Caretakers must pay the same trip costs as any other travelers.
- Caretakers who are also senior adults (50+) have the same privileges as any other qualifying participants.
- The decision as to whether a participant requires supervised assistance or is suitable for a trip is at the discretion of the senior program supervisor.
- Participants will be responsible for all of their own personal expenses incurred while on the trip.
- Mesquite Parks & Recreation staff will not be allowed to handle any participant’s personal funds, outside the stated prepaid trip fees and expenses, at any time during the trip.

Failure to abide by the rules and of the senior centers and these guidelines may result in suspension or termination of services.

*All clients will be given a copy of the senior center guidelines at the time of registration.*

## **RECREATION FACILITY RULES AND REGULATIONS**

1. HAVE FUN!
2. Please check in at the central office and present a current Center Participation Card because they are required.
3. While in and around the center you must not:
  - ❖ Use profanity, belittling or offensive language.
  - ❖ Be under the influence of alcohol and drugs.
  - ❖ Use tobacco of any kind or smoke within 50' ft from the entry.
4. In and around the center, the following are prohibited:
  - ❖ Gambling or unauthorized exchange of funds.
  - ❖ Fighting or rough play.
5. Shoes and shirts must be worn at all times in the recreation center. In the Weight Room, athletic shoes are required and for safety reasons sandals or open toed shoes are not allowed.
6. Bicycles must be placed on racks outside the building.
7. After 6:30 p.m., a guardian (someone over 16 years of age) must accompany children under the age of eight. At no time may a child under five years old be in the recreation center unaccompanied by a guardian.
8. In the Gymnasium, please do not bring in food or drinks, other than water bottles. Full court play, dunking or hanging on the rim or net are not allowed. Players will be responsible for damages caused by their actions.
9. In the Weight Room, membership cards are restricted to customers 15 years of age or older. After your exercise, please replace your weights and wipe off the equipment.
10. Report any facility damages and all injuries to the center staff. Please show respect for the property, other customers, and staff...  
*And HAVE FUN!*