

## **ESSEX AREA SENIOR CENTER POLICY REGARDING USE AFTER HOURS**

**A. PRIORITY:** The primary use of the Essex Area Senior Center is for members of the Senior Center and senior citizens (age 50 and above) who reside in the Village of Essex Junction. The following shall be the priority use of the space after established hours and no fee will be charged:

1. Village Board of Trustees, Planning and Zoning meetings
2. Meetings of other municipal boards, commissions and committees
3. Memorial Day Parade Committee meetings
4. Meetings sponsored by those renting space in Lincoln Hall
5. Village of Essex Junction non-profit or service groups

**B. RESTRICTIONS:**

1. The Senior Center shall not be used for any purpose that may cause a disruption to the members of the Senior Center during normal scheduled activities.
2. The Senior Center will not be available for profit-making purposes.
3. Permission is required to use the kitchen area and does not include use of the supplies or food purchased by the Senior Center. Individuals or groups must bring their own food and supplies.
4. Personal belongings may not be left at the Center; however, activity-related items may be stored in an area designated for that purpose.

**C. FEES:**

There will be a fee for outside organizations for the use of the Senior Center. The fee will be \$25 for four hours of use. Each additional four hour increment or portion thereof is at a rate of \$25 so the fee for five to eight hours of use is \$50.

**D. RESERVATIONS FOR AFTER HOURS:**

1. All individuals or groups desiring to use the Essex Area Senior Center after the regularly scheduled hours (Mon.-Friday, 10 AM – 4 PM) shall make arrangements with Lou Ann Pioli by calling 876-5087 or stopping by the Senior Center at 2 Lincoln Street (Monday-Friday 10 AM to 3:30 PM).
2. Use of the Senior Center shall be on a first come, first serve basis.

**E. REGULATIONS:**

1. Individuals or groups shall be responsible for any damage occurring during the use of the building. A deposit may be required for certain groups.
2. All individuals or groups shall clean up after use and leave the Center as it was found. If the Center is not cleaned up, there will be a charge for cleaning services.
3. Alcohol, tobacco, illegal activities or illegal drugs are not allowed.
4. All individuals or groups shall comply with the policy established by the Village Trustees Regarding Rules of Behavior for Lincoln Hall Square (Attachment A) and the Checklist (Attachment B).

**F. NON-COMPLIANCE:**

Any individual or group who does not comply with this Policy may be denied future use of the Essex Area Senior Center.

**G. ACKNOWLEDGEMENT:**

I/We have read this Policy and Attachments.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Group or Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone number

**VILLAGE OF ESSEX JUNCTION  
TRUSTEES' POLICY REGARDING RULES OF BEHAVIOR  
FOR LINCOLN HALL SQUARE**

**Purpose:**

To maintain a productive work environment and ensure an inviting place to conduct public business. The policy shall pertain to Lincoln Hall Square, which shall include Lincoln Hall, Brownell Library, the Fire Department and surrounding property.

**Section 1. Rules**

1. No alcohol or illegal drugs.
2. No skateboarding, rollerblading, or recreational bike riding.
3. No swearing or yelling.
4. No harassment of visitors or employees.
5. No blocking entrances or exits.
6. No climbing or hanging on trees or other public property.
7. No littering.
8. Other: The Village Manager or his designees shall have the right to prohibit activities not specifically mentioned that may be considered disruptive or unsafe.

**Section 2. Enforcement**

Staff should follow the guidelines entitled, "Steps Staff Should Take To Obtain Compliance with Rules of Behavior for Lincoln Hall Square".

**Section 3. Appeals**

Appeals to a Notice of Trespass Warning or any other enforcement action may be made in writing to the Village Manager and then to the Village Trustees.

Adopted by the Village Trustees 11/8/05.

**ESSEX AREA SENIOR CENTER  
2 Lincoln Street  
Essex Junction, VT 05452  
802-876-5087**

**CHECKLIST**

**Before you leave the premises please:**

- Be sure all fire doors to entranceways and the back rooms are closed.
- If you have used the Library and/or Conference Room, please be certain that the doors leading into the hallway are closed tightly and locked.
- All lights should be turned off.
- If applicable, all air conditioners should be turned off.
- All windows, if opened, must be closed and locked.
- If you have used the kitchen, please be sure that the stove burners and/or oven are turned off, and all coffee makers/pots are unplugged.
- You are responsible for cleaning any spills and vacuuming any mess. The floor in the Main Room is swept with the push broom found in the main foyer, and if it needs to be washed, there is a specially designated mop and no-rinse floor cleaner in the closet to the left of the refrigerator.
- Please discard your trash and recycling. The dumpster for trash is on the left and the dumpster for recycling is on the right, located in the parking lot adjacent to the Fire Department.
- Lock the outside door by using the key at the end of the chain next to the door. Be sure the bar on the door is pulled out. **ONCE OUTSIDE PLEASE SHUT THE DOOR TIGHTLY PUSHING HARD AGAINST IT, AND THEN PULL ON THE DOOR HANDLE TO BE SURE IT IS LOCKED!**
- If you encounter any problems or have any questions, please call Lou Ann at 802-651-1139 or 518-210-8479.