

Reservation Form & Contact Agreement
The Moran Senior/Community Center

To secure the Moran Senior/Community Center, this form **must** be completed and confirmed by the Moran Senior/Community Center Executive Board.

Organization/Group _____ Contacts _____

Mailing Address _____ Phone (H) _____
_____ (W) _____

Nature of Function _____

Date(s) _____ Time (include setup/cleanup) _____ to _____

Equipment available:

133 Chairs & 20 Tables (please leave 2 food tables always up by the kitchen and 4 always up in center for seating) **Please put away any extra tables and chairs that you may use.**

Stove, refrigerator, microwave, coffeemaker, and some hand utensils also available.

Rental Fee \$25.00
Deposit \$25.00

**Cash/Money Order/Check payable to
Moran/Senior Community Center**

OPTIONAL: Cleaning Fee \$20.00
(Please add to Rental Fee/Deposit Check)
Includes sweeping/mopping floor, trash
removal & cleaning restrooms.

Any unethical conduct, of any activity sponsored by an organization or individual, will be reason for the refusal of the use and privileges of the Moran Senior//Community Center. All individuals must comply with policies concerning the Moran Senior/Community Center in order to use the Moran Senior/Community Center. The cooperation of users in abiding by these policies and using the Moran Senior/Community Center in a sane and sensible manner will be necessary for continuation of privileges hereby granted. Refusal of the use of the Moran Senior/Community Center will be by the action of the Moran Senior/Community Center Executive Board. All deposits will be refunded after use if inspection reveals that the premises are clean and have not been damaged and the key has been returned. Said deposit does not relieve contracting party of any other charges which may be assessed due to extra cleaning or damages to public facilities. **Renters are responsible to sweep and mop floors as needed. All garbage shall be bagged and placed in the exterior dumpster north of the building.**

Important Notice: You must pick up the Senior Center key from Moran City Hall (620) 237-4271, between 8:00 a.m. and 5:00 p.m. the day before your reservation. Saturday and Sunday reservations must pick up the key before 5:00 p.m. on Friday. Keys shall be returned to the City Hall within 24 hours of use. There is a drop box outside their front door that may be utilized if you are returning the key after business hours.

I, the undersigned, have read and will abide with the policies outlined for the use of the Moran Senior/Community Center.

Signature of Renter(s) _____

For Office Use Only

Rental Fee \$ _____

Deposit \$ _____

Optional Cleaning Fee \$ _____

TOTAL \$ _____

Name of Individual/Group _____

Date of Reservation _____

Receipt # _____

Date Paid _____

Welcome to the Moran Senior/Community Center

The size of the main room makes it difficult to adjust the temperature rapidly. The thermostat is kept at a set temperature, you may wish to fine-tune the temperature to fit your needs. The thermostat is located down the south hall on your right side.

**When leaving the building, please set the thermostat at 65 degrees.
If using the air conditioning, please set the thermostat at 75 degrees.
Please do not shut off heat during the winter months!**

The Executive Board welcomes any comments you wish to make about the Center, it's condition when you arrived, ease of use, and any recommendations you might have for improved operations.

We hope you enjoyed the Center.

Executive Board

MORAN SENIOR/COMMUNITY CENTER BUILDING OCCUPANCY LIMITS

FULL BANQUET CONFIGURATION (All seated, and served by no more than 6 people from the kitchen) 124

BUFFET STYLE, Reduce the capacity by 1 person for each serving table used

PROGRAM SEATING (No tables) 256
(We have only 133 chairs available for use)

EMERGENCY LIGHTING AND EXITS FAR EXCEED REQUIREMENTS

Physical Location: 407 N Cedar St, Moran, KS 66755
at the intersection of Cedar St (aka US Hwy 59) and Franklin St

Moran Senior/Community Center Regulations For Use of Facility

Policy

Municipal buildings and facilities are public property and as such, are available for the general use of the public in accordance with procedures outlined herein, and in policies and practices formally approved by the Moran Senior/Community Center Executive Board.

Purpose of Use

The Moran Senior/Community Center may be used for meetings and activities that are civic in nature, are of high moral or cultural caliber, and do not interfere with County/City business.

Priorities of Use

Shall be in the following order:

- 1 County of Allen Government sponsored event
- 2 City of Moran sponsored event
- 3 Service organizations: Veterans & auxiliaries, USD #256 sponsored events, Scout groups and 4-H clubs.
- 4 Private individual interest groups, civic clubs, charitable events and Chamber of Commerce
- 5 Commercial activities and fundraiser functions sponsored by non-profit organizations.

The Moran Senior/Community Center Executive Board shall resolve conflicts in use and/or schedules. Any exceptions to the Moran Senior/Community Center policies will be made by the Moran Senior/Community Center Executive Board at a regularly scheduled meeting.

A yearly calendar of activities will be established with all scheduled events being entered on this calendar. *Request for usage of the Moran Senior/Community Center can be made beforehand, but no further in advance than eighteen months or no later than forty-eight hours before the planned event.* Schedules will be made on a first come first served basis. However, a higher priority group may displace a lower priority scheduled group event, provided that the higher priority group gives the lower priority group thirty days notice and secures another meeting place acceptable for the displaced group.

Procedure of Use

Any person or groups of persons desiring to use the Moran Senior/Community Center must contact the Moran City Clerk for scheduling information. Upon advance reservations being made, such person will be required to complete a reservation form and contract agreement with the City of Moran office. The request should include the name of the group, whom they are affiliated with and the dates, times, facility requested and nature of the function. Permission to use the Moran Senior/Community Center may be subject to the following:

- A. Such group or groups of persons will be required to satisfy the Moran Senior/Community Center Executive Board that meetings or activities will be conducted in an orderly manner. Such persons or groups of persons may be required to provide a Certificate of Liability Insurance naming the Moran Senior/Community Center as an additional insured in an amount of \$500,000.
- B. Such persons or groups of persons may be required to pay a fee to the Moran Senior/Community Center for direct and overhead costs. A deposit will also be required. Fees and deposit will be paid at the City of Moran office.

Adopted by the Moran Senior/Community Center Board December 4, 2002.

Moran Senior/Community Center
By-Laws

Purpose

The Executive Board shall operate in such a way as to encourage use of the Moran Senior/Community Center to its fullest potential, consistent with written procedures. Extreme care shall be given to ensure safe operations.

Executive Board Members

Administration of operations of the Moran Senior/Community Center shall be vested in a three-member group named the Executive Board. To provide continuity of operations, terms of office shall be three years with one member term expiring each year. (The original board shall have a one-year member; a two-year member and the third member shall have a full term of three years). The Executive Board shall determine interim terms.

Appointees-Submitting Groups

One appointee shall be submitted by each of the three entities listed:

- 1 Moran City Council
- 2 Senior Citizens Club or Organization
- 3 Allen County Board of Commissioners

Future appointees will be submitted at the discretion of the sponsoring groups.

After terms are established, sponsoring groups shall appoint interim members to fill unexpired terms. Terms shall expire on January 1.

All appointees shall be submitted to and approved by the Allen County Board of Commissioners.

Meetings

Meetings shall be scheduled and the time/place posted at Moran Senior/Community Center & Moran City Office. All meetings shall be open to the public and time scheduled to hear concerns, complaints and suggestions from the public. In the event several people are present and wish to be heard relative to a single item, the Board may request that a spokesperson be designated to voice the concerns.

To facilitate early operations the Board shall meet each week to evaluate operations and resolve any scheduling conflicts. After operations are stabilized, meetings shall be held on a monthly basis. In the event of a personal hardship of a member of the Executive Board, business may be conducted with a minimum of two members present.

Minutes

Minutes of each meeting shall be posted at the Moran Senior/Community Center, made available at the Moran City Clerk's office, and the Allen County Clerk's office. A copy may be made available to individuals upon submission and a written request to the Board.

Amendments

After the original rules of operations are established, amendments made by no earlier than the second meeting following submission of the proposal. Amendments shall require a majority of the votes of the Executive Board. (First, second and third reading.)

Amendments to the by-laws shall require a 2/3's majority, with final consideration possibly only at the first meeting following submission of the proposal. (First, second reading) Discovery information may be requested from available sources.

Keys

Keys will be maintained as follows: Executive Board members, two keys at the Moran City Clerk's office, one key to be kept by the president of the Senior Citizens Club, *and one key to be kept by the president of the Over 50 Card Players group.*

Adopted by the Moran Senior/Community Center Executive Board December 4, 2002. *Amendment* resolution adopted by consensus vote April 9, 2003, in regular session. (April 9, 2003 minutes)

Display of Charters

Charters and related documents may be displayed in the Moran Senior/Community Center by Moran civic organizations that regularly use the Center and have a deposit on account. Other displays are at the discretion of the Board.

Adopted by the Moran Senior/Community Center Executive Board May 2, 2007.

Policies and General Information for Public Use
Of the Moran/Senior Community Center

A. Any recreational events held in the Moran Senior/Community Center must be used in such a manner that anyone in the general public wishing to join the event may do so if all the requirements for the event are met. Each organization or group shall be responsible for doing normal cleaning of the Moran Senior/Community Center after events and setting up and putting away all tables and chairs used for these events. Each organization or group must obtain a key to Moran Senior/Community Center from Moran City Hall and designate one person to be responsible for unlocking and locking the building at the agreed upon times. **City Hall is open Monday through Friday, 8:00 a.m. – 5:00 p.m. For weekend rentals, please pick up a key before the close of business hours on Friday.** No alcoholic beverage may be consumed during these events and all arrangements for payment of use fees must be made in advance.

B. The Moran Senior/Community Center may not be used for personal gain. Only non-profit organization and individuals that are participating in a function sponsored by a non-profit organization (*only Moran community civic organization(s) and church(es) may make sales in which funds and receipts from sales are used only for benevolent purposes (for the benefit of needy).*) Commercial users may use the Moran Senior/Community Center for presentations and seminars, but may not promote or conduct any sales of equipment, merchandise or services. No user will be allowed to charge admission to the Moran Senior/Community Center. (Amended March 4, 2008)

C. All fees and deposits must be paid at the time the reservation for use of the Center is requested. Call in requests may file the deposits within 3 days mailing time. All requests will be accompanied by the completed contract forms and signed by the responsible person. Cancellations should be made at least two weeks prior to the scheduled date of use. Cancellations after that time may require forfeiture of the user fee. Emergency situations will be reviewed by the Board. (Ratified July 7, 2004 in general session).

D. The sponsor will be responsible for hiring all help associated with the event (security guards, technician's etc.) and will provide adequate security to enforce all rules and regulations.

E. Sponsoring party must be at least 21 years of age. The sponsor is responsible for conduct of these events and the behavior at the activity. In case of damage to the Moran Senior/Community Center or contents or extra cleaning (such as tables not cleared, trash strewed on floors or outside around building etc.) an additional fee of \$20.00 per hour plus materials will be charged to the responsible organization or individual who has rented the facility.

F. Public dances are permitted *only for youth age 15 and under when sponsored by adults at least 21 and over. There must be at least one adult, 21 or over, present for every 12 individuals at the dance.* (Amended March 4, 2008)

G. Alcoholic beverages may not be consumed on Moran Senior/Community Center property. Tobacco products shall not be used inside the building.

H. No event may begin after 9:30 p.m. or start before 7:00 a.m. All events must be concluded and the premises vacated by 12:00 a.m. (midnight). *Except in the event of catastrophic events, such as acts of God (floods, windstorms) may require immediate temporary housing for individual(s) displaced from homes and or stranded in the community.* (Amended March 4, 2008)

I. No meetings or activities shall be held for the purpose of advancing any doctrine or theory subversive under the Constitution of the United States.

J. All persons or groups of persons are responsible for setting up and taking down personal equipment, props, materials, etc. needed for their individual event. The renter or sponsor using the Moran Senior/Community Center will be responsible for opening and closing the facility at the agreed upon times. Keys will be checked out through the City of Moran office and all deposits will be held until the keys are returned.

K. The renter will be responsible for cleaning tables and chairs and placing trash and garbage in the containers provided.

L. All persons or groups of persons must abide by all other codes, ordinances and laws of the City of Moran and the State of Kansas.

M. The Center will not be used for circus, carnival or concessions.

Adopted by the Moran Senior/Community Center Board December 4, 2002.

Moran Senior/Community Center

Please Do Not Slide Furniture on the Floor--The Floor Marks Very Easily

Cleaning, Paper supplies--Availability, use and location.

Metal Cabinet in the men's rest room:

Mr. Clean--Add about an ounce to scrub water for the floors.

Scrubbing Bubbles--Use only on the porcelain lavatories in the rest rooms. (As needed)

Lysol-Toilet Bowl Cleaner--Use only in the stools. (As needed)

Paper towel rolls, replace only when the old roll is completely used. Installation directions can be found on the door of the dispenser.

Toilet Tissue--Replace as needed.

White trash bags--Use in the wastebaskets in the restrooms.

Furnace Room--Last Door on right, in south hall (directly across from men's rest room)

Scrub buckets and mops [2. use the large bright yellow one] (Water source is piped off the water heater) faucet visible up 18" or so off the floor, next to the furnace. [Add an ounce or so of Mr. Clean to 3 or 4 gallons of clean water, & change as the water becomes soiled]. The 10 qt. Bucket is to be used to transfer water to the scrub bucket.

Dry Mops are found in the furnace room--Please do not run them through food or drink spills. Wet mop spills or pick up with a damp paper towel, and then let dry before dry mopping.

Broom Closet--To the left of the Kitchen area.

Straw broom and dustpan--please return them to this area when task is completed.

Vacuum Cleaner--Use only on the entry mats, set brush on low.

Floor Tile--spares for the floor, do not remove or stand on edge, do not place other articles on top of this box.

Large floor machine--not for public use. Please leave it alone.

Sink Cabinet (last on right in the kitchen)

Garbage Bags--39 gallon--roll in plastic sack--use in the large green basket.

Garbage Bags--33 gallon--roll in square box--use in the oblong basket.

Garbage Bags--White--for restroom baskets are found in the metal cabinet in the men's room.

Dumpster--outside front door, turn right twice--or out east door, turn left. (Sidewalk does not go all the way to the dumpster). Please make sure the lids are closed.

With limited funding, supplies are short. Please use them sparingly, but adequately. If you would care to help us out, please check about current needs. If you use it, somebody brought it, reciprocate.

If you have complaints or comments please share them with the executive board (First Wednesday of each month at 9:00am) or leave us a note, and it will be delivered to the meeting.

UNLOCKING/LOCKING SENIOR CENTER DOORS...

Locate screwdriver from inside the center desk drawer.

From inside the door,

1. push the panic bar toward the glass and hold it there until all steps are completed
2. take the small screwdriver, locate the screw on the bottom of the hinge block
3. place the screwdriver in the screw slot
4. push the screw up as far as it will go with the screwdriver
5. turn the screw ¼ turn in either direction

If everything has been done correctly, the panic bar should not come toward you when it is released, and the door should open easily from the outside. If you wish, this same procedure can be done on both front doors.

When opening the other two outside doors, you will need to use the key. Turning it one way will leave the door unlocked, the other will open the door but will still lock when the door is closed. If unlocked, you will need to use the key to relock the door. Please check them before you leave the building.

When locking up for the evening,

1. use the screwdriver to turn the locking screws ¼ turn (do so on both sides of the door); the screws will become visible when released
2. when released, the panic bar should come toward you
3. with the door open, when it is released, will close by itself and lock
4. if you can pull the door open from the outside, it has not been locked and the locking procedures need to be repeated

Do not shove the door to try to lock it, this may damage both the locks and the door closer.

If you are still unable to get the doors locked, please call June Terrill, 237-4406, or Wayne Chandler, 237-4450

MORAN SENIOR/COMMUNITY CENTER

CLEANUP CHECKLIST

Group _____

Date Used _____

Without Optional Cleaning Fee

With Optional Cleaning Fee

KITCHEN

KITCHEN

- Floor _____
- Stove _____
- Microwave _____
- Refrigerator _____
- Coffee Pots _____
- Counter Tops _____
- Trash Bags _____

- Floor _____
- Stove _____
- Microwave _____
- Refrigerator _____
- Coffee Pots _____
- Counter Tops _____
- Trash Bags _____

RESTROOMS

RESTROOMS

- Trash Bags _____
- Lavatory _____
- Stool _____
- Floor _____
- Paper Products _____

- Trash Bags _____

MAIN ROOM

MAIN ROOM

- Six tables up _____
(2 food tables by kitchen, 4
in center of room)
- Chairs stored _____
- Floor
- Dry Mopped _____
- Wet Mopped _____
(if needed)
- Thermostat Adjusted _____

- Six tables up _____
(2 food tables by kitchen, 4
in center of room)
- Chairs stored _____
- Thermostat Adjusted _____

Checked by _____ (Initials)
Date _____

Checked by _____ (Initials)
Date _____

Comments _____

Please return this form when returning key to City Hall