

Reservation Form & Contact Agreement  
The Moran Senior Center

To secure the Moran Senior Center, this form **must** be completed and confirmed by the Moran Senior 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 \$35.00

Deposit \$25.00

**Cash/Money Order/Check payable to Moran Senior 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 Center. All individuals must comply with policies concerning the Moran Senior Center in order to use the Moran Senior Center.

The cooperation of users in abiding by these policies and using the Moran Senior Center in a sane and sensible manner will be necessary for continuation of privileges hereby granted.

Refusal of the use of the Moran Senior Center will be by the action of the Moran Senior 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 4:00 p.m. the day before your reservation. Saturday and Sunday reservations must pick up the key before 4:00 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 Center.

Signature of Renter(s) \_\_\_\_\_



## Welcome to the Moran Senior 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!**

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 on the bottom page that you return with the key.

## Moran Senior 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 Center Executive Board.

### Purpose of Use

The Moran Senior 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 Center Executive Board shall resolve conflicts in use and/or schedules. Any exceptions to the Moran Senior Center policies will be made by the Moran Senior 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 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 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 Center may be subject to the following:

Such persons or groups of persons may be required to pay a fee to the Moran Senior Center for direct and overhead costs. A deposit will also be required. Fees and deposit will be paid at the City of Moran office.

Moran Senior Center  
By-Laws

**Purpose**

The Executive Board shall operate in such a way as to encourage use of the Moran Senior 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 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 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 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, Moran Clerk's office, Allen County Clerk's office.

Adopted by the Moran Senior 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 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.

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

A. Any recreational events held in the Moran Senior 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 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. – 4:30 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 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 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 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 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.

MORAN SENIOR CENTER  
CLEANUP CHECKLIST

Group \_\_\_\_\_

Date Used \_\_\_\_\_

KITCHEN

Floor \_\_\_\_\_  
Stove \_\_\_\_\_  
Microwave \_\_\_\_\_  
Refrigerator \_\_\_\_\_  
Coffee Pots \_\_\_\_\_  
Counter Tops \_\_\_\_\_  
Trash Bags \_\_\_\_\_

RESTROOMS

Trash Bags \_\_\_\_\_  
Lavatory \_\_\_\_\_  
Stool \_\_\_\_\_  
Floor \_\_\_\_\_  
Paper Products \_\_\_\_\_

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 \_\_\_\_\_

Checked by \_\_\_\_\_ (Initials)

Date \_\_\_\_\_

Please return this form when returning key to City Hall for a deposit refund

Sign Here \_\_\_\_\_