



## USE OF SPACE BY GROUPS DURING NORMAL OPERATING HOURS

The facilities of Gaston County Senior Center are made available for primary use by Gaston County older adults aged 55 and above. The Center is also available for use by various human service agencies or personnel dealing with aging concerns, and by caregivers to the elderly.

Gaston County Senior Center will regularly offer some programs, activities, and services free of charge to all older adult participants. When fees have to be charged in programs to recoup associated costs, rates will be reasonably set so that cost does not inhibit participation. Scholarships are available to seniors that are going through a hardship and a request forms is required to be filled out by that participant.

It is the policy of the Senior Center to accommodate as many persons and/or groups as possible on any given day. To that end, the Director uses his/her discretion in the assignment of space to groups. Groups which use the Center on a regular basis should not assume that they will always meet in the same room each time. Generally, space is assigned on any given day based on the average number expected in each activity and the availability of room space.

Although groups can reserve "space" in advance, specific room assignments for activities are not finalized until the day before an event. If there are special circumstances for an activity which would dictate the necessity of a particular room, the Director should be made aware of this well in advance.

Groups should also advise the office if there are particular needs for a scheduled activity (use of VCR, special arrangement of tables & chairs, etc) so that these can be taken care of when the room is set up. Groups should be mindful that arrangements of tables & chairs may also be intended for use by groups preceding and following their activities, and changes to these arrangements should be made only with the prior approval and assistance of staff. Movement of tables and chairs are best handled by staff in order to avoid injury to participants and prevent damage to floor surfaces.

Groups should also be aware that because many groups are using the building, assigned rooms may not be available prior to the scheduled time for the activity to commence unless prior arrangements have been made. If members plan to arrive early, they should be prepared to wait in the lounge area until their room is available.

It is strongly suggested that each group identify a leader who will communicate the needs of the group to the staff. All group members should voice their concerns or needs to this

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leader who will contact the staff. The staff cannot, and will not, seek to determine what is the majority interest in matters such as room temperature, need for extra chairs, etc. and will normally respond only to requests from designated group leaders.

Groups that desire that their activities be publicized on the Center's calendar must have the information to the office before the 10th of each month.