TOWN OF
WINDSOR

Windsor Senior Center
9231 Foxwood Drive
Windsor, CA 95492
707-838-1250

WINDSOR SENIOR CENTER USE POLICY

Presented to Senior Citizen Advisory Council

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Creating Community through People, Parks, and Programs

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I. INTRODUCTION, FACILITY DESCRIPTION, AND PURPOSE AND INTENT OF POLICY

The Parks & Recreation Department oversees the staffing and administration of programs and services at the Windsor Senior Center. The 1,814 square foot facility is located at 9231 Foxwood Drive, Windsor, and shares property with the historical Cunningham House and the Hembree House Cultural Center. The Senior Center has the following amenities:

- Large Room capacity: 183 people assembly or 93 people dining
- Small Room capacity: 30 people assembly or 15 people dining
- Swimming pool and Jacuzzi
- Warming kitchen
- Outdoor Picnic Area
- Outdoor Horseshoe Pits and Bocce Ball Court

The purpose and intent of the Windsor Senior Center and Pool Use Policy ("Policy") is:
A. To reaffirm existing Senior Center programs, and enable staff to modify said programs as appropriate.
B. To efficiently streamline the review and approval of requests to use the Windsor Senior Center for non-senior use by authorizing Town of Windsor staff to review and approve requests for use, subject to the availability of the Senior Center;
C. To reserve the right of the Senior Citizen Advisory Committee to review and recommend any request to use the Senior Center for non-senior use; and
C. To reaffirm the intent of the Town of Windsor that the primary use of the Senior Center will be for activities and programs which benefit senior residents of the Town of Windsor.

To fulfill the purpose and intent of this Policy, Town of Windsor staff will provide quarterly updates to the Senior Citizen Advisory Commission on the requests submitted to use the Windsor Senior Center.

II. HOURS OF OPERATION

Senior Center Regular Hours

- Monday–Thursday, 9:00 a.m.-5:00 p.m.,

October through mid-May; Friday, 9:00 a.m.-2:00 p.m.

- Monday–Friday, 9:00 a.m.-6:00 p.m., mid-May through September.

Senior Center After Hours

- Monday-Friday before and after regular hours of operation.
- Saturday-Sunday 7:00a.m.-8:00p.m.
- After hours is subject to availability, and is approved by Town staff. Pursuant to the Town of Windsor Facility Use Policy, off hours programming may be extended twelve times per month to 9:30 p.m. After hours use is scheduled on a first come, first serve basis.

Pool Hours- mid-May through September

- Monday-Friday Open Swim, 11:00 a.m.-2:00 p.m. and * 4:00-6:00 p.m.
- Weekends 1:00-5:00 p.m.

* During scheduled Youth Swim lessons, Monday-Thursday evening open swim hours are extended to 7:00 p.m.

Pool After Hours

- Monday-Sunday before and after regular pool hours of operation.
- After hours use is subject to availability, and is approved by Town staff.

Aquatic Fitness Program Hours

- Monday, Wednesday, Friday, 2:15-4:00 p.m.
- Tuesday, Thursday 3:00-4:00 p.m.
- Aquatic Fitness programs are based upon instructor availability, and are subject to minimum enrollment requirements as outlined in attendance criteria.

Note: All aquatic programs are based upon lifeguard availability.

III. FACILITY USE REGULATIONS

A. Senior Use

1. Indoor Space - The following activities are programmed during Senior Center regular hours of operation:

    - Fitness Classes
    - Educational Workshops
    - Enrichment Activities
    - Special Events
    - Travel Program
    - Social Service Assistance Programs
    - Recreational Activities
    - Information and Referral Services

    The Center may be occasionally utilized during regular hours of operation for pre-arranged Town of Windsor staff meetings, private rentals, and Brooks Creek Committee meetings. Use of the facility by outside groups, during regular hours of operation is subject to availability, and is approved by Town staff.

    Note: Programs are subject to minimum enrollment requirements as outlined in attendance criteria.

2. Outdoor Space - The following activities may be scheduled during regular Senior Center hours of operation:

    - Senior Center Special Events
    - Town of Windsor Special Events
    - Bocce Ball and Horseshoe Groups

    Use of the outdoor space by non-senior groups, during regular hours of operation is subject to availability, and is approved by Town staff.

B. Non-Senior Use

1. Indoor Space - The following activities may be scheduled during Senior Center off hours of operation. Use of the Senior Center during after hours is subject to availability, and is approved by Town staff:

    - Town of Windsor Special Events
    - Town of Windsor Staff Meetings
    - Town of Windsor Recreation and Enrichment Classes
    - Private Rentals which may include, but are not limited to:

        - Birthday Parties
        - Anniversary Parties
        - Memorial Services
        - Workshops and Training
        - Meetings

    - Town of Windsor and it's agency partners meetings and special events:

        - Windsor Historical Society
        - Windsor Arts Council

2. Outdoor Space-The following activities may be scheduled by pre-arrangement, during Senior Center after hours of operation:

    - Use of bocce ball and horseshoe pits

    Use of the outdoor space during after hours is subject to availability, and is approved by Town staff.

C. Use Restrictions

Restricted use of the Windsor Senior Center is pursuant to the Windsor Senior Center Agreement executed June 1, 1994, Article 3, section 3.1 and 3.2., and the Town of Windsor Facility Use Policy adopted August 20, 2008, as follows:

Windsor Senior Center Agreement Article 3, section 3.1.

"The Senior Center will be used as a Senior Center Facility for persons age 55 or older, and their guests, their spouses, their co-habitants, or persons age 45 or older, who are providing primary physical or economic support for such persons (hereinafter referred to as "senior citizens.") The Town Council of the Town of Windsor may, from time to time, alter this definition of "senior citizen" so long as the alteration or modification is not anymore restrictive than allowed under State or Federal law for the adjoining senior citizen housing development know as the "Brooks Creek subdivision."

Windsor Senior Center Agreement Article 3, section 3.2

Windsor agrees that the facility will not be changed to any other kind of public facility; provided, however, occasional use by other groups shall be permitted by Windsor, after considering the recommendations of the Senior Advisory Committee; and provided, further, such use shall be secondary and on an "as available" basis, so as not to conflict with the primary purpose of the facility to serve the senior citizens of Windsor.

Note: The term Senior Advisory Committee refers to the Senior Citizen Advisory Committee which is a volunteer advisory group, appointed by the Windsor Town Council.

Town of Windsor Facility Use Policy
Prerecorded music or a public announcement system is allowed at the Windsor Senior Center subject to noise ordinance restrictions. Live music and/or DJ's are not permitted due to noise ordinance restrictions.

IV. POOL USE REGULATIONS

The Senior Citizen Advisory Commission ("Commission") and the Town of Windsor ("Town") wish to enable non-seniors to use the Senior Center pool on an as available basis and that persons with disabilities who are physically challenged should also have access to the pool. The Committee and the Town also recognize that such non-senior programming should not interrupt the regular pool schedule for senior use. To coordinate scheduling for the Senior Center pool, the Committee authorizes Town staff to review and approve requests for senior and non-senior use of the pool on an as available basis. The Committee also reserves the right to review and make recommendations on the use of the Senior Center pool.

A. Senior Use

The following activities are programmed during regular pool hours of operation:

- Senior Open Swim
- Aquatic Fitness Programs

B. Non-Senior Use

The following activities may be scheduled during pool after hours of operation. Use of the pool during after hours is subject to availability and is approved by Town staff:

- Town sponsored Special Events
- Youth Swim Lessons (both group and private lessons)
- Youth Pool Birthday Party Packages
- Town of Windsor Day Camp Program
- Friday Family Swim

Note: Town of Windsor Day Camp Program utilizes the pool during the time of non-senior activity, once per week, for ten weeks during the summer.

V. FISCAL REGULATIONS

A. Cost Recovery Requirements

In accordance with the Town of Windsor Town Council requirements regarding program cost recovery, the Windsor Senior Center is required to recover 40% of all expenses. The Town of Windsor General Fund provides the additional 60% of the Senior Center budget. Senior Center expenses include, but are not limited to:

- Salaries and wages (including benefits)
- Operational expenses (including fees for the charter bus contract, materials and supplies)

- Direct costs to the Senior Center budget do not include the expense of utilities, capital outlay, or facility repairs. These costs are charged to various Town Departments, or are covered by the Town General Fund.

  Note: Rental revenue (100%), senior program fees (100%) and youth swim lesson revenue (50%) contribute to the cost recovery requirement for the Senior Center.

B. Contract Instructors

A majority of the classes offered at the Senior Center are taught by contract instructors who receive a percentage of total class fees. The standard percentage used by the Parks & Recreation Department is a 60/40 split (60% to the instructor.) In an effort to keep class costs affordable for seniors, lower class fees are charged at the Senior Center. Contract Instructors receive promotion in the Recreation Brochure, registration support from Town staff, and use of facilities and equipment.

C. Attendance Criteria

The 40% cost recovery of expenses is dependent upon 100% cost recovery of all recreation programs offered at the Senior Center. It is necessary for each activity to recover the cost of the instructor wage, and supplies, as well as any other associated costs. The expense of utilities, capital outlay, and facility repairs are not factored in to this recovery equation (as noted above, these expenses are not direct costs to the Senior Center.) The continuation of a class is based on participation, and all classes are evaluated equally. The class fee and minimum enrollment requirements are proposed by the instructor, and are approved by the Senior Center Supervisor. In an effort to allow sufficient time for enrollment increase, and for the class to thrive, classes may be offered for up to two brochure cycles. It is the role of Town staff to determine the point at which participation numbers are sufficient enough to continue a class. New classes are determined by Town staff, and are introduced and promoted on an as needed basis.