

**San Luis Obispo Senior Center
HOUSE RULES**

Adopted by Executive Board: February 10, 2020 / Ratified by Membership: November 15, 2021.

1. Senior Center regular operating hours are from 9:00 a.m. to 4:00 p.m., Monday through Friday. The office volunteer on duty is responsible for unlocking and/or locking interior and exterior doors as needed.
2. Smoking is prohibited inside and outside the Senior Center per City Ordinance No. 1545 prohibiting smoking in public.
3. Profanity, vulgarity, and behavior that is rowdy, offensive, disruptive, or distracting to guests and activities is not permitted.
4. Solicitation, including the distribution of flyers, pamphlets, or any other materials directly to others, is not permitted. Distribution or display of political / election materials on City property is prohibited.
5. Sleeping is not permitted in the Senior Center.
6. Senior Center bathrooms shall not be used for shaving, bathing, or similar personal grooming.
7. Individuals requiring assistance with personal needs **MUST** be accompanied by a caregiver.
8. Animals, other than service animals, are not permitted in the Senior Center. Service animals' behavior must conform to ADA guidelines.
9. The phone in the lobby is for use by Members to arrange transportation, to contact a family member, or to obtain other services when needed, and for emergencies. Extended use of any phone for any use other than for Senior Center business is not permitted.
10. Cell phones should be placed on vibration mode while in the Senior Center. When answering a call, recipients should go to an area where they will not be overheard while conducting their conversation. Only Members may charge their personal technology devices in the Center.
11. Individuals using the Center are responsible for the security of their personal belongings. Personal belongings shall not be left unattended. The City is not responsible for any theft or damage to any personal property.
12. Food donated to the Senior Center and designated specifically for Members to pick up is for their individual use on a first-come basis.
13. Office equipment and volunteers' time may not be used for outside business purposes.
14. The use of all meeting rooms and storage space must be pre-approved by the Executive Board.
15. All individuals or groups using Senior Center facilities are responsible for cleaning up following any activity.
16. Items in refrigerators and freezers are for use as coffee room snacks and designated Senior Center functions. They may be removed only by authorized volunteers.
17. The kitchenette may not be used to prepare personal meals. Personal food items are not to be stored in the refrigerator.
18. Groups using the Assembly Room/kitchen are to provide their own food, beverage, serving utensils, napkins, cloth towels, and other needs. They are responsible for cleaning and returning any Senior Center items used. All garbage is to be deposited in the designated trash containers. The counters, microwave, and stove must be thoroughly cleaned after each use. Opened containers of food items are not to be stored in the refrigerator. Items are left in the Assembly Room/kitchen at the owner's risk. The City is not responsible for theft or damage.

Any infraction of these House Rules may be cause for suspension of membership and/or group privileges in accordance with the Senior Center Bylaws.