

Osceola Senior Center Use Policy and Application Form

The Osceola Senior Center consists of Rooms 209 through 214. The primary use of these spaces is for activities planned, programmed, and promoted for senior citizens. Funding for these spaces requires a "senior citizen" to be a person aged 62 or older. Younger people can be part of the activities, provided that the event meets the age requirement. Senior Center spaces can be reserved for such activities.

The Osceola Senior Center operates under the same policy guidelines as the Wilberg Memorial Library, the Osceola Village offices, and the Osceola Police Department, all of which are housed in the Osceola Civic Building. Those guidelines include:

- Meeting rooms are open to the public regardless of the beliefs or affiliations of the individuals or groups asking to use the spaces. Use of the Senior Center's spaces does not imply the Center's endorsement of the group, individual, or cause.

- Non-profit groups may use the spaces free of charge, as may groups and organizations for which there is no fee or donation request of those attending or the public supporting them. A donation to the Osceola Senior Citizens Club would be appreciated.

- A fee will be charged for the use of Senior Center spaces for social events, sales or services promotions, fundraisers, classes held for profit, and events with a fee or donation requested.

- In all cases the event should be designed and promoted for persons aged 62 or older.

- Fees: \$10/hr Rooms 209-210. \$20/hr Room 214. Additional \$10/hr Room 211 (kitchen).

- Senior Center hours (building hours): Monday-Friday 8 AM-7 PM, Saturday 9 AM-2 PM (5 PM with permission), as long as no other activity is already scheduled in that room. No Sunday hours.

Additional guidelines for use of the Civic Building and Senior Center spaces:

- As in the entire building, no weapons of any kind are allowed in the Senior Center spaces, along with a ban on alcoholic beverages, drugs, vaping, and tobacco products.

- Nothing may be attached to the walls or ceilings of Center rooms or in the hallways along Center spaces. All doors must be kept open and there must be clear access for exiting the rooms. Doors may be preset to lock; if so, someone must be designated to watch for attendees arriving. Do not block doors open .

- Chairs and tables must stay in the rooms, not moved into the hallways. Furniture from other areas of the civic building must stay in its own area, not brought into the Senior Center spaces. Aisles must be maintained between the seating arrangements.

- The Senior Center kitchen has a refrigerator/freezer, small microwave, and triple sink. When using the range/oven and dishwasher please follow the posted guidelines. The Center does not provide any food, dishes, silverware, bakeware, or other serving items. You are responsible for providing your own food, dishware, serving items, equipment, and clean-up supplies. *Please do not use kitchen items belonging to other Senior Center groups.*

- The Senior Center's Smart TV has a DVD player, an HDMI connection, AirPlay capability, access to some free TV broadcasts and personal subscription channels (e.g., Netflix, Disney+), and computer WiFi access to the internet. There is an information folder describing equipment use posted by the TV. The TV

remote, mouse, keyboard, and HDMI dongle are located in the cabinet in the storage room. The Senior Center and other building staff are not available to provide audiovisual equipment help. No downloading of internet content or copying of files from a CD/DVD onto the Senior Center computer is allowed without permission. There is very limited storage on the computer, and any downloaded material affects processing.

- Senior Center spaces must be clean and left in the condition in which they were found. All furniture must be returned to the positions in which they were found.

- The Senior Center has no staff to set up or take down furniture or equipment, or to clean up. Other building staff also are unavailable for this. You are on your own to get this done!

- Groups or individuals using Senior Center spaces that leave the space in unsatisfactory condition or damaged will be billed for the cost of the damages and cleanup. Unpaid billings means denial of using any Center space in the future.

- The Senior Center is not responsible for any loss or damage to your property. This applies also to losses due to vandalism, theft, fire, flood or other natural disaster. The Senior Center assumes no responsibility for injury or illness incurred by users of any of its spaces.

- Room use requires a **reservation**. If there should be an emergency that demands the immediate use of that Center space, your reservation could be overridden. Any fee paid would be returned.

- If you are denied the use of a requested Senior Center space, you may appeal that denial to the Board of Directors of the Osceola Senior Citizens Club and to the Village Administrator.

Contract for Use of Senior Center Spaces

I (print name) _____ have read and understand the Osceola Senior Center Room Use Policy, and agree to its contents.

(Signature) _____ (Date) _____

Organization requesting use of the room: _____

Contact name: _____

Address: _____

Phone: _____ Email: _____

Describe the proposed use of the Senior Center room(s): Date(s): _____ Time: _____

Please attach any brochures or marketing materials for the proposed event.

If applicable, please provide a web address or social media post (e.g., Facebook) where information on the proposed event may be viewed and obtained:

Please return this form by mail to or drop-off at:

Osceola Senior Center
c/o Village of Osceola
P.O. Box 217 (310 Chieftain St.)
Osceola, WI 54020-0217

For more information, please call:

Cheryl Hustad (715) 417-1227
Harold Brown (651) 319-7985

Make a copy of this completed form for your reference. 01/11/2024