

Claremont Senior Center, Inc. ~ Claremont, NH
Rules of Participation
Code of Conduct for the Membership

In order for all members and guests to enjoy the Claremont Senior Center, Inc. in safety and comfort, all patrons and volunteers are required to follow these rules:

- 1) New members must complete a center registration form and provide basic information to be used in our data base.
- 2) May not engage in any activity that is disruptive to the legitimate use of center facilities by others.
- 3) May not engage in any activity that may present a danger to themselves or others.
- 4) May not use language or behavior that is obscene, abusive, loud or insulting.
- 5) May not harass or discriminate on the basis of race, sex, age, national origin, religion or disabling condition.
- 6) May not smoke in the building.
- 7) May not participate in any illegal activity while at the center or while on the grounds.
- 8) May not participate while under the influence of illegal drugs or when intoxicated by alcohol.
- 9) May not carry a weapon in the center or while on the grounds.
- 10) May not purposefully destroy or steal property or money, in the building or on the grounds.
- 11) Hygiene must not constitute a health or safety hazard to others.
- 12) Hazards must be picked up by OSHA Standards (Ref: Pathogen Compliance Center) kit.
- 13) Must be able to function in the center without one-to-one assistance or supervision from staff. Individuals who need assistance must have a qualified companion or aide escort them at all times, provide any personal assistance.
- 14) Must be able to move safely and independently in the center or use an assistive device independently. Individuals are responsible for providing and maintaining personal assistive devices. Canes, a walker and wheelchair are available upon request.
- 15) Any volunteer (for their benefit) will sign a Waiver of Liability.
- 16) Participants in physical activities must sign a "Range of Motion Exercise" form.
- 17) All functions must be submitted to the director in writing in order to eliminate any conflicts regarding dates and times on the events calendar.
- 18) Confidentiality of personal information of other patrons must be respected.

The Rules of Participation also apply to activities and trips and center sponsored events held away from the center. Failure to abide by these rules may result in removal and / or limitation or suspension of center membership privileges after a 2nd warning. (Ref: By-Laws ... Page 2 / Section 5).

Effective date: _____

Claremont Senior Center, Inc.
Claremont, NH
Procedure for Reserved Seating

Background:

Reserved seating at the Claremont Senior Center, Inc. has occurred in various formats for a number of years. The intention is to provide an opportunity for people to socialize with friends and acquaintances in an informal luncheon setting, one which encourages maintaining long standing friendships and developing new relationships.

Procedure for Seat Reservation:

- 1) Generally, seating for meals at the Claremont Senior Center, Inc. is on a "first come, first served" basis.
- 2) People who have checked in at the meal sign-in table will get a ticket for seat reservation.
- 3) After checking in, the person may place their ticket at a seat that they intend to use for the meal.
- 4) Private arrangements between and / or among friends, relatives, acquaintances, etc. are just that and should be taken care of by the parties privately.
- 5) The center may at its discretion accept phone reservations for that days meal only. No shows will be charged.
- 6) In circumstances not covered by these procedures, the Executive Director, or his / her designee will render a decision in any matter at hand. His / her decision will be final.

Effective date:

Claremont Senior Center, Inc.
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Guidelines for Wait Staff and Dining Room Helpers

- 1) Wash hands with soap and water before setting the tables. Ladies or men's rooms may be used. The small sink in the kitchen may also be used.
- 2) Plastic gloves must be worn by serving staff.
- 3) When serving, please approach the kitchen via right kitchen door from Owen's Hall and leave via the left kitchen door. Both doors have signage.
- 4) Procedure for serving tables is at the discretion of the chef.
- 5) Dirty dishes are removed from each table by a wait staffer with a rolling cart.
- 6) When clearing tables, unused place settings should be removed completely from each table if the table has been used. The silverware should be washed and paper, if clean, reused.
- 5) If you are ill or for some unforeseen circumstance, please call the center and we will find a substitute.
- 6) Plastic gloves are to be worn if handling food in the kitchen.
- 7) Other issues that arise should be brought to the attention of the center.
- 8) For dietary restrictions, please notify the center one or two days before you plan to attend a meal.
- 9) Management appreciates friendly and flexible service to our members and guests.

Effective date:

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Approved by the Policy Committee

Date 8/27/15

Debbie Bedard

Debbie Bedard

Ken Lewis

Ken Lewis

Dot Smonik

Dot Smonik

Peg LaPointe

Peg LaPointe

Claire Lessard

Claire Lessard

**Approved by the
Board of Directors**

Date 6/1/15