

Pickens Senior Center

FACILITY USE APPLICATION/AGREEMENT 12/25

Name of Organization or Group:

Address:

Phone Numbers: _____ Mobile:

Meeting Date & Begin/End Time:

Purpose of Meeting:

Specific Rooms to Be Used:

Name of Person Responsible:

Agreement:

I agree, on behalf of the above named organization/person to observe the Code of Conduct of the Pickens Community Center/ Senior Center and will assume all responsibility for any damage done to the facility while we are in attendance. Code of Conduct is printed on the reverse side of this agreement.

Special Allowances:

_____ Initials. We will use only those rooms as indicated above in the rental agreement.

_____ Initials. I understand that an hour before the scheduled meeting can be used to set up.

_____ Initials. I understand that the building must be cleared and secure one hour after the agreed

upon meeting end time.

_____ Initials The rented room(s) must be in the exact condition as when you arrived, equipment and _____ cleanliness. **Floors are to be swept only, NO mopping or water is to be put on floors in cafeteria & Jack Black room.** All tables in both rooms must be wiped off. If tables are moved, they are to _____ be placed back in order found.

____ Initials I understand that these special allowances must be followed as specified in order to _____ receive a full deposit refund.

Signed: _____ Date: _____

Rental Fee Payable to Senior Citizens of Pickens: _____ Deposit: _____

Approved By: _____

Room Rental Rates: Collected with form. Deposit returned upon satisfactory completion of rental.

Dining Room:	1-3 Hrs = \$75	Security Deposit: \$50
	4-5 Hrs. = \$125	Security Deposit: \$75
	All Day (8 Hrs) + \$150	Security Deposit: \$100
Jack Black Room for:	Up to 4 Hrs. = \$50	Security Deposit: \$30
	All Day (8 Hrs.) = \$75	Security Deposit: \$30

PICKENS SENIOR CENTER

CODE OF CONDUCT

Purpose

The Pickens Senior Center (hereafter “the Center”) is committed to providing a safe, welcoming environment for the members, visitors, and staff of the Center. The Board of Directors (hereafter “the Board”) has adopted the following Code of Conduct to ensure a respectful, supportive, relaxed and pleasurable environment for all. The goal of this Code of Conduct is to maintain a warm, friendly, positive atmosphere for everyone.

Violations

Violations of the Code of Conduct include, but are not limited to the following:

- Loud, disruptive, obscene, hateful or abusive language or behavior which is disturbing to members and/or staff.
- Making threats or demonstrating threatening behavior in words, writing or actions toward members, guests and/or staff.
- Inconsiderate or discourteous language or behavior toward members and/or staff.

- Violation of any federal, state, county or city law or ordinance while on Center property or engaging in Center activities.
- Damaging Center materials, equipment, furniture or grounds.
- Other conduct that is deemed inappropriate by the Board.

I have read and understand the Pickens Senior Center Code of Conduct Policy.

Name printed

Signature

Date signed