

Title: In-House Agencies
Date of Current Version: January 2019
Replaces Version: August 2011

Background

The purpose of this policy is to provide a standardized process for “in-house agencies,” which are not for profit organizations and government agencies which serve older adults to request operational space at the Senior Center.

Criteria for Use and Space Allocation

1. Only requests from not for profit organizations and government agencies will be considered for operational space at the Senior Center.
2. Decisions related to space allocation for prospective in-house agencies shall be based upon how closely the services provided by the organization reflect the values, mission, and goals of The Center, the proportion of adults 50 years and older it serves, and the availability of space.
3. Required documentation shall be supplied to The Center coordinator and reviewed by the coordinator and Senior Center Commission.
4. Not for profit organizations and government agencies approved for use of space on a part-time basis shall sign a memorandum of understanding outlining the responsibilities of all involved parties. This MOU must be reviewed by the City of Iowa City legal department prior to signing and approved by staff and a simple majority vote of the Senior Center Commission.
5. Not for profit organizations and government agencies approved for use of space on a full-time basis shall enter in to a written lease agreement outlining the terms and conditions associated with the ongoing use of space. In addition to staff and Senior Center Commission approval, full-time use of space requires review of the lease by the City of Iowa City legal department and approval of either the City Manager (a lease less than 3 years) or the City Council of Iowa City (a lease over 3 years).
6. If in the opinion of the coordinator or designee there is a lack of available space in The Center to accommodate the operation of a not for profit organization or government agency, the coordinator has the authority to deny a request prior to formal application.

Administration

The Center coordinator shall collect all required information. The coordinator has the authority to make space allocation decisions when the request is for temporary use or less than twenty hours/week. Decisions involving use of space on a permanent half-time basis will be decided collaboratively by the coordinator and Senior Center Commission.

Approved by the Senior Center Commission on: January 24, 2019