

**Title:** **Membership Program**  
**Date of Current Version:** **March 2019**  
**Replaces Version:** **April 2012**

### **Background**

Memberships help create a sense of ownership and interest in leadership roles among members. The Center offers a membership program for individuals intended to generate revenue to support operational expenses.

### **Membership Program**

1. A voluntary membership program is available for individuals fifty (50) years and over.
2. Center memberships shall not be required to participate in all Center activities. As a community facility The Center shall provide a variety of programs and services for non-members over-fifty (50) years of age, intergenerational groups, special needs populations, and community members from all walks of life.
3. Adults under fifty years of age can purchase memberships if their spouse, domestic partner, partner by cohabitation, or person with whom they have an intimate relationship is over fifty (50) years of age and a current member of The Center.
4. The cost of an annual membership shall vary in accordance with the level of operational funding The Center receives from the city or county in which the person resides.
5. To ensure the participation of all interested community members fifty (50) years and over, a low-income membership program and household discounts shall be available to participants. See policy "Low-income Membership Program".
6. Regular memberships shall run for a period of one (1) year beginning on the date of purchase.
7. Members receive expanded access to the facility, programs, and services as a benefit of membership.
8. When purchasing a membership, new members are asked to sign a general release of liability.
9. Visitor memberships are available to individuals who are fifty (50) years or over.

### **Membership Cards**

1. Members are assigned a personal access proximity card (which serves as a membership card) at the time of registration. These cards are compatible with the computerized building security system and help provide, control, and track building access and use.
2. Each membership access card is programmed to automatically expire at the end of the card holder's membership period. Cards are reusable and are re-programmed when memberships are renewed.
3. Membership cards must be picked up in person.

### **Lost or Damaged Membership Cards**

1. Lost membership cards must be reported to the operations assistant (or designee) immediately so the access privileges associated with the card can be canceled.

2. Members shall be responsible for paying a reasonable fee for replacement membership access cards.

#### **Revocation of Membership Card Access Privileges**

1. At the discretion of the coordinator (or designee) access privileges associated with individual membership cards can be modified or canceled at any time due to such things as providing someone with unauthorized access to the facility or violations of the code of conduct.

#### **Evaluation**

1. A comprehensive evaluation of the membership program shall be conducted on an annual basis.

#### **Financial Management**

1. All revenue generated by the membership program shall be handled in accordance with City Policy and deposited as revenue in The Center's current operational budget.

#### **Administration**

Day-to-day administration of the membership program is provided by the operations assistant. Oversight of the program is the responsibility of the coordinator (or designee) and Senior Center Commission.

Approved by the Senior Center Commission on: 7/18/2019