

Title: **Visitor and Staff Use of Furniture and Equipment**
Date of Current Version: **January 2019**
Replaces Version: **April 2012**

Background

To promote and regulate the accessibility, maintenance, and security of the facility's furniture and equipment and ensure its availability for use in programs and services on an ongoing basis.

General Guidelines

1. Unauthorized removal and/or causing intentional damage to furniture or equipment is prohibited and may result in the revocation of all future access privileges or fees being assessed for the cost of repairs or replacement.
2. Furniture and equipment are intended to support Center sponsored programs and services and shall not be available for personal use. The Center coordinator or designee may authorize other City departments, in-house agencies, or partner organizations to borrow furniture or equipment.
3. The coordinator or designee may authorize the use of designated Center storage space for equipment used on an ongoing basis by Center organized activities, in-house agencies, or partner organizations. Items stored outside of the designated area shall be removed by Center staff.

Furniture

1. Removing furniture from the facility is only allowed when it is used by staff or designees as part of Center programming or when it is being disposed of in accordance with City policy.

Copy Machines

1. All copying fees are approved by the Senior Center Commission and the Iowa City City Council.
2. Access codes are utilized to track usage of copy machines. Usage associated with each access code shall be tabulated monthly and charges assessed to the appropriate operational account or organization.

Audiovisual Equipment

1. Audiovisual equipment shall not be loaned for individual use. With coordinator or designee approval, audiovisual equipment may be loaned to another City department or partner organization.
2. Staff members and other individuals who have been authorized by the coordinator or designee may transport audiovisual equipment to other locations when it can be moved safely and is needed for a Center related presentation.
3. Participants, independent contractors, group and club leaders, and responsible individuals identified in rental agreements shall have access to audiovisual equipment only when authorized by the coordinator or designee and trained by staff in its proper use.

Arts and Crafts

1. With coordinator or designee approval, limited amounts of craft supplies may be kept in designated Center storage areas. Any item that fails to meet the following requirements will be discarded immediately:
 - a. Used on an ongoing basis by a Center club or activity group
 - b. Have an identifying manufacturer's label affixed
 - c. Have a MSDS form on file with the operations assistant
2. Four (4) ounces or less of flammable supplies may be brought into the facility by participants for use during a specific activity (e.g. to clean paintbrushes). Such items must be promptly removed from the building immediately after the activity.
3. All waste materials must be discarded properly and the work area left in the same condition in which it was found.

Participant Use of Exercise Rooms and Equipment

1. Emergency equipment and signage shall be accessible to all fitness areas.
2. Participants who use the exercise equipment must sign a release of liability.
3. Participants must follow all posted fitness room guidelines when using equipment or rooms.

Employee Use of Exercise Rooms and Equipment

1. Use of the exercise rooms and equipment by employees is limited to non-paid time.
2. Prior to use, the employee must sign a standard waiver of liability form and submit it to the coordinator or designee.
3. Employees must follow all posted fitness room guidelines.
4. Employees who are not Center members must immediately forfeit the use of equipment to waiting members.

Magazines and Newspapers

1. Defacing or removing magazines or newspapers is prohibited.
2. Newspapers shall be recycled at the close of business each day and not distributed to participants, visitors, or staff for home use.

Public Telephone System

1. For participant and visitor convenience and security, public phones shall be available in accessible areas in the facility.
2. Phone use is restricted to emergency situations and other local, outgoing calls lasting five (5) minutes or less.

Administration

The Center coordinator or designee is responsible for securing and maintaining all assets in the facility without compromising visitor safety and comfort, community access, or programs and services.

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

