

# Manitowoc Senior Center Handbook



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Manitowoc Multi-Purpose Senior Center

Manitowoc Senior Center and Recreation Division

3330 Custer Street

Manitowoc, WI 54220

920-686-3060

Monday-Friday, 8am-4pm

Website: [www.manitowoc.org/seniorcenter](http://www.manitowoc.org/seniorcenter)

[www.manitowoc.org/recreation](http://www.manitowoc.org/recreation)

Facebook: Manitowoc Senior Center

Manitowoc Parks and Recreation Division

Manitowoc Senior Center Staff:

Parks and Recreation Division Manager

Recreation Team Leader

Administrative Support Specialist

Seasonal Recreation Office Assistants (*as needed*)

This manual may be amended by City of Manitowoc staff or under the advisement of the Manitowoc Senior Center Committee on Aging.

**Mission Statement:** The mission of the Manitowoc Senior Center is to promote active, healthy, productive, and independent lifestyles. We accomplish this by providing education, recreation, social, wellness, and volunteer opportunities for citizens.

**Media:** All written, social and other types of media have been created to enhance communication with the Senior Center Members and the City of Manitowoc. Media is primarily used for outgoing communication and to keep members informed. Participants at Manitowoc Senior Center events, trips, programs and activities consent to allow the Manitowoc Senior Center to use any photographs, videos, sound tracks, or reproductions of these to be used in written materials, social media or any other type of media. If you do not want to be in the any type of media, please let the photographer at the event, trip, activity or program know.

Website: [www.manitowoc.org/seniorcenter](http://www.manitowoc.org/seniorcenter)

Facebook: Manitowoc Senior Center

**Fees:** *All fees are subject to change annually based on the city's recommendations.*

**MEMBERSHIP:** Open to all person's age 50 years of age and older through application process; spouse under 50 may also join.

**ANNUAL FEE:** \$30.00 City Resident / \$40.00 Non-City Resident

**LIFETIME FEE:** \$120.00 City Resident / \$150.00 Non-City Resident

**GUEST PASSES:** \$5.00 daily/\$10.00 weekly. Available to all visitors/ persons, 18 and older, wishing to participate in Senior Center activities, but do not have a membership. Guest passes are valid with most activities/exercise classes except any programs, activities or events that require additional pricing as outlined in the Periscope (i.e: trips, parties, craft classes).

(Membership fee may be revisited yearly)

**EXCEPTION:** Programs, activities, or events that are stipulated as open to the public and/or if there is a separate fee for non-members (outlined per program, activity, or event in the Periscope).

**OTHER:** Copies and printing for personal use: 25¢ per side and/or page.  
Newsletter (Periscope) 12-month mailing: \$25.00  
Additional fees as outlined on the current Department of Infrastructure Fee Schedule

**Committees:** Committees are created on both a temporary or permanent basis and are responsible to prioritize and maintain the Senior Center mission.  
See Appendix A for current committees

**Programs:** Programs are structured under 3 core areas.  
For a list of current programs, please see this month's Periscope.

**Facilitated:** Classes are facilitated by/with an instructor and may be subject to additional fees (example: fitness punch card).

- Facilitated instructors include: paid staff, staff appointed volunteers, or outside businesses facilitating a program.
- Participants must be Manitowoc Senior Center members in good standing. Guests are allowed to participate with the purchase of a day or week pass and any required additional fees.
- Other program fees will be established by staff and be a part of the Fee Schedule approved by the Mayor each fiscal year.
- For addition information on facilitated programs and facilitated program guidelines, see Appendix B

**Social:** Groups that meet with the purpose of being social and/or to participate in a recreation activity.

- Additional fees may apply to programs where participants have a chance to win back the fees (example: bingo, card games)
- Participants must be Manitowoc Senior Center members in good standing. Guests are allowed to participate with the purchase of a day or week pass.
- For addition information on social programs and social program guidelines, see Appendix

**Outreach:** Outreach program groups provide services to the senior community. These programs are essential to the education, health, and wellness of the senior community.

- Participants do not have to have a senior center membership.
- Programs must be approved through senior center staff.
- Programs may have additional fees, paid to the provider.
  - Senior center outreach programs with additional fees will be subject to a fee to compensate the senior center.
- The Senior Center cannot be held liable for anything pertaining to the group providing the outreach program.

**Code of Conduct:** All senior center participants, regardless of membership status, shall show courtesy and respect for all others at all times. Discrimination will not be tolerated. Any person, who to their knowledge, is carrying a communicable disease/illness will be asked to refrain from participating at the senior center (or at any senior center programs held elsewhere).

**Participation:** *The Manitowoc Senior Center is designed and operated for the pleasure of all. It is necessary to therefore establish the following parameters for participation.*

- Courtesy will be shown to all personal at all times.
- Discrimination towards any person, for any reason will not be tolerated.
- It is the responsibility of each individual to maintain habits of personal hygiene and cleanliness, so as to not cause offense to other participants.
- Each participant is responsible for maintaining respect for the facility and its contents.

- Profanity will not be tolerated in any form, spoken or written.
- Any person who, to their knowledge, is carrying a communicable disease is asked to refrain from participating.
- Smoking, vaping, or the use of chewing tobacco will not be allowed on the premise.
- Dogs will not be allowed on the premises except for service dogs wearing an identifying vest or harness and must have a current rabies vaccine certificate filed with the Senior Center office.
- All personal belongings must be attended to at all times. The Senior Center is not responsible for lost or stolen items. Items cannot be left at the Senior Center office for pick-up by another person.

*Full-time or permanent staff will have full authority to expedite the following terms when it is evident that a person is not adhering to the above list of consideration:*

1. A written warning will be given, along with a copy of these policies, to the person not acting within the established parameters.
2. Upon repeated violations, the person will be informed that he/she is not welcome at the Center at the present time. Re-admittance, after a length of time to be determined by the staff with advice from the Committee of Aging, will be permitted with the understanding that he/she will not create problems in the future.
3. A person who has been denied admittance to the Center may request a meeting with a staff person of their choice and the Committee of Aging to appeal their decision. Committee on Aging will then give their recommendation to the staff. Senior Center staff will make the final decision.

**Record of Attendance:** All groups are required to report the number of people in attendance with the building attendant or staff person.

**Volunteers:** Volunteers are important to keep the Center running. For the current City of Manitowoc Volunteer Policy and Volunteer Application, see Appendix D.

**Facility Tours:** Tours are available for individuals interested in becoming members of the Senior Center. Please call (920) 686-3060 to schedule a time. Walk – in tours are also welcome.

**Liability:** The City of Manitowoc Senior Center will not be responsible for loss of or damages to individual's property and that of any group using the building.

**Computers:** All computer hardware and software are the property of the Manitowoc Senior Center, designated for use by the Manitowoc Senior Center members.

- Printed materials will print at the front desk for a nominal fee per page. Members will be responsible for all pages they have printed.
- Established procedures and protocol will be followed at all times while using the computers. Prior to using the computers, users must complete the sign-on log and will sign-out when finished using them.
- When problems arise while working on the computer, you must let the Senior Center staff know immediately. Be sure to sign out of all email accounts/websites before leaving.
- **No programs, documents or wallpaper** are to be downloaded to the Senior Center Computers.

**Gift Shoppe:** The gift shoppe is open Monday-Friday 9:00am-3:30pm (during senior center hours and with an available volunteer to work it). See appendix E for Gift Shoppe policies.

**Emergency Procedures:**

**IN CASE OF ILLNESS OR INJURY TO ANY PARTICIPANT PLEASE PROCEED AS FOLLOWS:**

**\*KEEP CALM\***

Check out the situation immediately.

Do not leave the ill or injured person alone.

Call 911 whenever serious illness or injury is apparent (Head trauma, broken bones severe burn, etc.).

It is not a staff person's place to diagnose or try to determine the extent of illness or injury.

Keep onlookers back.

Have someone contact the office staff to get additional help if needed. Staff will complete an accident report or log instances of illness. Witnesses must sign any accident report for it to have validity.

Blank forms are at the main office. MAIN PHONE 920-686-3060

Do not move the person. Keep him/her warm to prevent shock.

In cases of epileptic seizure, keep the person from injuring themselves by falling. NEVER put your fingers or any hard object in their mouth.

Never transport any ill or injured person in your private vehicle. Do not use public transportation (taxi or bus) to send someone to the hospital if illness or injury is apparent.

No lift policy: In case of a fall with no apparent injury, the person must be able to get up on their own.

Have person sit for at least 10 minutes to ensure they are okay. If they are unable to get up on their own, the non-emergency number should be called.

There is an AED located on the North wall of the lobby.

ONCE PER YEAR, THE MANITOWOC SENIOR CENTER WILL HOLD A FIRE DRILL AND SEVERE WEATHER DRILL. ALL INDIVIDUALS AT THE CENTER AT THE TIME OF THE DRILL MUST PARTICIPATE.

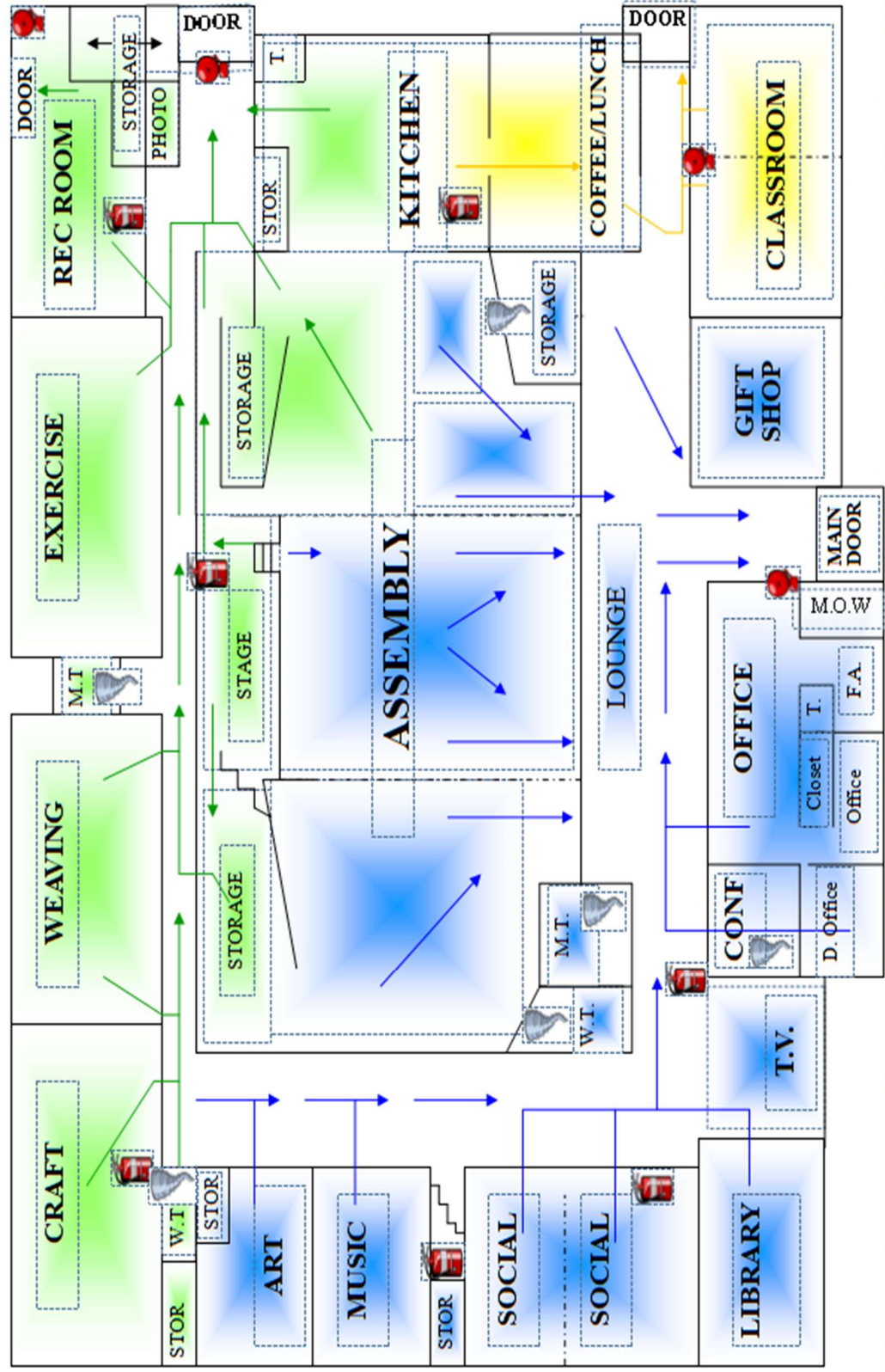
**FIRE DRILL**

See the building map on page 6 and posted in each room, for the escape routes for each room in the Senior Center. Once per year, the Manitowoc Senior Center will hold a fire drill and severe weather drill. All individuals at the Center at the time of the drill must exit the building per the map and meet at the west end of the west parking lot (nearest to Circle Drive).

Staff will help anyone who needs assistance to leave the building. Once the Fire Department arrives they will sweep the building and take charge of the scene.

**TORNADO/ SEVERE WEATHER**

See the building map on page 6 and posted in each room, for spaces designated as safe rooms for severe weather emergencies. Staff will help anyone who needs assistance to get to the interior designated safe rooms. Once in the room, everyone must get down as low as possible and protect their head from debris.



**Tornado Warning**—Proceed to INTERIOR ROOM WITH NO WINDOWS and remain there until all clear is announced.  
**Fire**—Proceed to the nearest exit and leave the building. The appropriate fire exit route is marked by the arrows on this map.

BE SURE TO HELP THOSE WHO NEED ASSISTANCE GET TO THE APPROPRIATE, SAFE LOCATION.

## **WINTER WEATHER CLOSINGS & CANCELLATIONS**

Closings and/or cancellations for the Manitowoc Senior Center and Recreation Department will be announced on WOMT (1240 AM) and WCUB (980 AM). In the event of inclement weather, cancellations may also be checked by visiting our website [www.manitowoc.org/seniorcenter](http://www.manitowoc.org/seniorcenter). Please note that although activities may be cancelled, the Senior Center/Recreation building may remain open. For Home Delivered Meal cancellations, please stay tuned to the radio stations or call the ADRC at 920-683-4180 to inquire.

Please use your best judgment in deciding to travel to the Senior Center. If you think the weather may be too bad to drive safely, it probably is. Exercise caution and stay home in questionable weather. We want everyone to stay safe!

**Building Use and Rules:** All equipment, furnishings, and donations in the senior center are owned by the City of Manitowoc. Senior Center members are allowed to use the facilities in areas designed for public use. The senior center staff has jurisdiction over the facility and its content. Final decisions on use of building are made by the Parks and Recreation Division Manager, or his/her designee, with advice from the Committee on Aging as necessary.

Preference will be given to Senior Center scheduled activities when building use requests are considered.

Priority of Use:

1. Senior Center Activities
2. Recreation Department Activities
3. Related groups of which in majority are 55 and older with majority members + contact person member in good standing
4. Governmental and Non-profits agencies
5. Other groups as scheduling allows

**Smoking and Alcohol:** The Manitowoc Senior Center is a smoke/vape-free environment. Prior approval must be sought before consuming/serving alcoholic beverages.

**Housekeeping:** All persons utilizing the building are expected to leave areas neat. This includes placing all waste and recyclables in appropriate receptacles/areas for pick up.

**Displays:** Walls, cabinets, shelves, doors, bulletin boards, etc./ in the Manitowoc Senior Center are city property.

- Anything an individual or group would like displayed must be approved by the Parks and Recreation Division Manager, or his/her designee.
- The Parks and Recreation Division Manager, or his/her designee, will display any approved items.
  - Individuals and groups are not allowed to display items on their own.
- All items must belong to current Senior Center members
- Items will remain on display for six (6) consecutive months. Staff will keep the items for a total of thirty (30) days for the owner to pick up. After 30 days the item(s) will become a donation to the Manitowoc Senior Center.

**Building Rental:** The Senior Center is a not-for-profit, tax-supported institution, operating as a part of the City of Manitowoc's Park and Recreation Division, which is under the Department of Infrastructure. Rooms are available to rent by outside parties on a limited basis, provided it does not interfere with the operations of the Senior Center or Park and Recreation programs and activities, or with any City



governmental need. Rooms are available for rent on a first-come, first-served basis, subject to the established prices, policies, and criteria of usage set forth by the City of Manitowoc.  
(for more information see appendix F)

**Public Information Policy:**

*Bulletin Board:* Flyers and information will be posted on the bulletin boards only if they are community events or something designated for the senior population. All pieces must be turned in at the Senior Center front office. Once approved, Senior Center personnel will post. General flyers will only be allowed to stay up for 1 month after being posted. Event flyers will be taken down immediately after events.

*Brochure Racks:* All brochures in the brochure rack must be approved by Senior Center personnel and pertain to the Senior Community.

**Political Candidate Policy:** Political candidates may not solicit at the Manitowoc Senior Center.

**Soliciting:** Solicitation of products, services and religious or political individuals or organizations is not allowed at the Manitowoc Senior Center.

**Fundraising/Donations:** All proceeds, whether monetary or material, from any fundraisers or donations are solely the property of the Manitowoc Senior Center to use in the manner staff feels necessary.

- For the current list of fundraisers and policies affiliated with each, see Appendix G.

## **Appendix A: Manitowoc Senior Center Committees**

### **Committee on Aging:**

The Manitowoc Senior Center Committee on Aging is an official City Committee and its representatives are recommended by the Mayor's office and appointed by City Council. Individuals interested in serving on the Committee on Aging can apply online at [www.manitowoc.org](http://www.manitowoc.org).

The Committee on Aging (COA) advises on policies regarding Senior Center fundraising, fund allocations, recommendations of expenditures for equipment, programs, and for other matters as deemed necessary.

COA meets on the second Monday of January, March, May, July, September, and November at 1:30 pm in the Classroom. The committee is made up of a Chair, Co-Chair, 6 other citizens, and staff.

Committee members serve a 3-year term.

### **Other Committees:**

Committees may be formed throughout the year in which they will help with decision making of special events, fundraising, or other activities as needed. Staff will advertise in the monthly newsletter when a committee is needed along with the date and time interested parties will meet.

## Appendix B: Facilitated Programs

*\*Many facilitated programs also require a punch card.*

### Silver Memories Choir:

- The purpose of Silver Memories is to provide an enjoyable leisure activity for those age 50 and older, who enjoy singing.
- The group will provide musical entertainment for area nursing and retirement homes, Senior Center activities and community organizations upon request or as scheduled.
- The director and accompanist will choose the music to be sung and will prepare a program for use at scheduled performances. The selection of music is to be uplifting, suitable for the average person to be able to sing and enjoy. Familiar music will take precedence. Special music must be submitted to pianist in advance.
- All music belongs to the Manitowoc Senior Center and must be returned when a person is no longer active in the group.
- Dressy attire will be acceptable for all scheduled performances.
- Any monies garnered from the performances are to be considered as Senior Center fund-raising monies and turned in to the senior center front desk.
- Necessary supplies and materials will be purchased from the fundraising fund.

### Tai Chi:

- Beginner Tai Chi will be offered as a January-June session. Registration will start in November of the previous year
- All participants must take Beginner Tai Chi before they can move to Advanced Tai Chi.

### Trips:

- Sign-up:
  - Payment must be made at time of registration to reserve your spot.
  - We will load the bus in the order of sign-up.
- Cancellation Policy:
  - Cancellations for trips can be accepted up to two weeks prior to the trip.
  - Trips are non-refundable. If a cancellation is made prior to two weeks before departure, Senior Center staff will contact participants on a wait list.
    - If someone from the wait list takes the cancelled spot, a refund (minus service charge) will be issued in the form of credit to account, refund to charge card, or check in the mail (may take up to 14 days).
  - Reservations are non-transferable unless authorized by Senior Center staff.
    - Notification must be made to the Senior Center to complete the transfer.
    - The Senior Center will not handle the transfer of funds.
    - The new participant may have to take the same meal (or other optional items) that the person cancelling signed up for.
- Medical:
  - Any medical accommodations can be made per physician's order. The physician signed order, with expiration date, must be submitted to the Senior Center office and will be kept on file. The two front seats will not normally be reserved for medical.
  - Trip participants must be independent or travel with a caregiver. In the case of a medical emergency on a trip, the trip escort will do their best to ensure proper medical care, but the escort is not required to stay with the group.
- Miscellaneous Trip Information:

- While we do our best to stay on track with the itinerary, there may be occasions out of our control that would cause a part of a trip to be cancelled or revised.
- Motor coach will not leave until an event is finished which may lead to arriving home later than approximated.
- Designated parking for trips is in the north parking lot across Peto St. Please DO NOT park in the main parking lot.

#### Weaving:

- New Participant Procedure
  - Interested participants can stop at the front office and be placed on the waiting list.
    - New participants must:
      - Be a Manitowoc Senior Center member
      - Know how to sew and use a sewing machine
      - Commit to 8 consecutive weeks for weekly lessons.
      - Pay the fee for the 8-week session once they are called from the wait list and commit to the lessons.
  - The weaving coach will call waiting list participants as time opens.
- Weaving Room Policies
  - If you want a specific loom and someone is on it, put your name on a piece of paper and tape it to the loom.
  - When you are finished with your rug, put a strip of scrap material at the end of your rug to show that you are finished.
  - If you are working on a table loom and you are finished, clean off the loom and table.
  - When you are finished for the day, sweep the floor around and under the loom and put your bucket or materials on your bench.
  - Remember to loosen your loom when you are finished for the day
  - When your project is finished, clean off your shuttles and put them in their proper place.
  - The looms will be wound with warp, but participants have to take turns dressing the looms.
  - For every 3 projects that you make for your personal use, a 4<sup>th</sup> one (from the following list) must be made for the gift shoppe or Holiday Fair:
    - Rug at least 56" long or (2) that are 28" longer or longer
    - Runner at least 36" long
    - Warp up 1 ½ yards and work off into mug rugs
    - Afghan
    - Baby Blanket
    - 80" scarf
    - Warp up 2 yards and work off into dish clothes
  - On average a rug should be able to be completed in 3 weeks. If no one has their name on the loom, you are welcome to stay on the loom to make another project.
  - If you have planned vacation, do not tie up a loom. Finish your project before you leave.
  - If you are unable to attend a lesson or will be out unexpectedly for a while, please notify the office or the weaving coach.
  - Looms need to be washed periodically. Please take your turn cleaning the looms.
  - If you notice any loose screws or other maintenance issues, please let the weaving coach know immediately.

- Members that have completed the 8-week lessons session and no longer require help or guidance from the weaving coach, will be allowed to work on their projects at the convenience during center hours.
- All projects, whether for personal use or for the center, will be registered by the coach in the project's notebook (located in the Weaving Room).
- Warp Fees
  - 20¢ per inch for warp when using your own material
  - 25¢ per inch for rug warp and material and using Center's material
  - 15¢ per inch for warp for making placemats
- Special Order Fees
  - Fees will be calculated by the weaving coach and then paid at the Center front office
    - Rugs using the Center's materials: 50¢ per inch + \$3 for hems
    - Rugs using your own materials: 30¢ per inch + \$3 for hems
    - Rugs using your own denim: 40¢ per inch + \$3 for hems
    - Placemats using the Center's materials: \$5 per mat + \$3 for hems
    - Placemats using your own materials: \$4 per mat + \$3 for hems
    - If need to cut and sew your own materials: 15¢ per inch + the price of finished project

## Appendix C: Social Programs

### Bingo / Birthday Bingo / Breakfast Bingo

- Bingo at the Center is open only to members and individuals who have a current Day/Week guest pass, obtained from the office. Participants may be asked to show proof of membership at the discretion of the staff/bingo facilitators.
- The number of bingo cards is limited to four (4) per player at a cost of \$.50 per card.
- Winnings given out shall not exceed the total amount of monies taken in per Wisconsin Bingo License.
- The caller of a particular game may not play any card while calling; however, another person may play the cards of the caller.
- No advanced purchase of cards or reserving cards or table space is allowed.
- Breakfast Bingo: A sponsor or the senior center will provide a breakfast snack to enjoy while playing bingo.
- Birthday Bingo: Participants celebrating their birthday this month are welcome to bring a treat to share. Participants with their birthdays during certain months (as listed per the Periscope) will be entered to win a prize.

### Line Dancing

- The Golden Girls and A Gentleman meet at this time but this program is open to all members at any time.

### Fine Arts Entertainment: *Groups that go out into the community and perform.*

- Any group entertaining publicly under the auspices of the Center do not charge a fee, but perform as a community service. Any donation made to these groups is considered a donation to the Manitowoc Senior Center.
  - These groups include, but are not limited to Silver Memories Choir, Golden Girls and a Gentleman Line Dancers, Ukulele Group, Red Hatters.

### Watercoloring Painting

- Members that meet to create and share ideas, tips and tricks for watercolor painting.
- Members are allowed to hang their paintings for sale in the designated area after they have completed the required W-9 paperwork (can be picked up at the front desk).
  - Paintings will be purchased through the senior center front desk
- Payment to Senior Center: Effective January 1, 2024 (under the advisement of the Committee on Aging), participation dues will be ten percent (10%) of each participant's monthly sales, after WI sales tax is taken off of the participants sales.
  - Holiday Fair payment to Senior Center: Merchandise sold at the Holiday Fair by Watercolor participants will be fifteen percent (15%) of the Holiday Fair sales, after WI sales tax is taken off of the participants total sales.
- Payment to participants: Payment will be made on a monthly basis to all participants paintings sold the prior month via check, mailed to the participants address on file.
  - Participants will receive a separate payout for Holiday Fair sales.

## **Appendix D: Volunteers**

The current City of Manitowoc Volunteer Policy can be found on-line at <https://www.manitowoc.org/DocumentCenter/View/31111> or by request at the Senior Center front office.

The current City of Manitowoc Volunteer Application and Waiver can be found on-line at <https://www.manitowoc.org/DocumentCenter/View/27619/Volunteer-Application-and--Waiver-Form-Fillable> or by request at the Senior Center front desk

## Appendix E: Gift Shoppe

The purpose of the Gift Shoppe is to provide an outlet of handcrafted items made by Manitowoc Senior Center members and as a source of fundraising. The gift shoppe is open to the public.

- The Gift Shoppe will have one assigned “manager” to oversee daily and monthly procedures and policies.
- Cash and personal checks (made payable to Manitowoc Senior Center, and for the exact amount of purchase) are acceptable forms of payment.
- There will be no returns or exchanges.
- Participants must be a senior center member in good standing
- Participants are asked to volunteer at least two half-days per month. The Gift Shoppe manager will provide, and have available at the shoppe, a monthly schedule.
  - If a participant is unable to work his/her scheduled shift, they should try to find a replacement. If they are unable to find a replacement, they should let the manager know. If there is no volunteer participant to work a shift, the shoppe will be closed.
  - If, at the manager’s discretion, there is a participant who does not/cannot volunteer, a \$3 per month fee additional fee will be due (payable per month or \$36 annually). This can be paid at the senior center front office. Participants are responsible to show their paid receipt to the manager.
  - If a participant does not volunteer or pay the monthly fee, he/she will receive a letter, email, or phone call from the manager giving them 30 days to pay or remove their items.
- Gift Shoppe participant meetings will be held as needed.
- Only new, handcrafted items made by Senior Center member groups (proceeds in full (after WI sales tax) are given to the Senior Center) and Gift Shoppe participants will be accepted for sale. Each participant will be assigned a number. It is the responsibility of each participant to mark their items, using the standard string tag provided to you by the center, with their participant number, price, and brief description.
- Items may be displayed in the Gift Shoppe and on the two (2) Gift Shoppe doors only.
- All participants are responsible to manage their own inventory
- Participants are responsible for the sales process of writing receipts and cash handling. The cash till will be reconciled at the end of each day by senior center staff. Every effort will be made to ensure the till balances, but in the event it does not, the monies will go to an under/over city account.
- Neither the Gift Shoppe or the Senior Center are responsible for unclaimed items.
  - Seasonal merchandise must be brought in and removed per the manager’s calendar.
- Participants claiming to have lost merchandise in the process of business, must file a written claim. Following a thorough investigation by staff and the manager, it will be decided if any wrong doing has happened or not. In the event there was wrong doing, the participant will be paid from the under/over city account or, if not enough funds, the senior center fundraising fund.
- Payment to Senior Center: Effective January 1, 2024 (under the advisement of the Committee on Aging), participation dues will be ten percent (10%) of each participant’s monthly sales, after WI sales tax is taken off of the participants sales.



- Holiday Fair payment to Senior Center: Merchandise sold at the Holiday Fair by Gift Shoppe participants will be fifteen percent (15%) of the Holiday Fair sales, after WI sales tax is taken off of the participants total sales.
- Payment to participants: Payment will be made on a monthly basis to all participants due \$10 or more for merchandise sold the prior month via check, mailed to the participants address on file. Any months under \$10 will carry-over until the \$10 or more in sales is reached.
  - Participants will receive a separate payout for Holiday Fair sales.

## **Appendix F: Building Rentals & Rules**

The Senior Center is a non-profit, tax-supported institution, operating as a part of the City of Manitowoc's Park and Recreation Division, which is under the Department of Infrastructure. Rooms are available to rent by outside parties on a limited basis, provided it does not interfere with the operations of the Senior Center or Park and Recreation programs and activities, or with any City governmental need and that City of Manitowoc staff has been procured for the rental day and time. Rooms are available for rent on a first-come, first-served basis, subject to the established prices, policies, and criteria of usage set forth by the City of Manitowoc.

All equipment, furnishings, and donations in the senior center are owned by the City of Manitowoc. Senior Center members are allowed to use the facilities in areas designed for public use. The senior center staff has jurisdiction over the facility and its content. Final decisions on use of the building are made by the Parks and Recreation Division Manager, or his/her designee, and may request advice from the Committee on Aging if necessary.

Preference will be given to Senior Center scheduled activities when building use requests are considered.

Priority of Use:

1. Senior Center Activities
2. Recreation Department Activities
3. Related groups of which in majority are 50 and older with majority members + contact person member in good standing
4. Governmental and Non-profits agencies
5. Other groups as scheduling allows

The building will not be available to private individuals or groups seeking personal profit.

- Use of the building by an outside group will not result in elimination on an existing Center activity or program.
- No admission or fees may be charged.
- No religious or political affiliations as prime goal

**Liability:** The City of Manitowoc or the Manitowoc Senior Center will not be responsible for loss of or damages to individual's property and that of any groups using the building. A certificate of liability must be completed prior to the scheduled event.

**Smoking and Alcohol:** The Manitowoc Senior Center is a smoke, vape, and tobacco free environment. Prior approval must be sought before consuming/serving alcoholic beverages.

**Housekeeping:** All persons utilizing the building are expected to leave areas neat. This includes placing all waste and recyclables in appropriate receptacles areas for pick up, sweeping, mopping, wiping down tables, etc. (The facility attendant can help get the items needed for housekeeping).

**Preparation/Clean-Up:** Request for special room arrangements must be submitted a minimum of (3) working days before the event. Reasonable clean-up time is expected of all individuals/groups using the facility. In case of damage to the facility the responsible individual/group will be charged the full cost of all repairs.

**Cancellation:** In the event of a cancellation, notice must be received **one week** in advance of the scheduled date. This will not apply in instances of inclement weather. A fee of \$10.00 will be charged for late cancellations.

**Building Rental Fee Schedule:** See Manitowoc Senior Center Facility Rental Request for a breakdown of room sizes and fees (copies can be obtained at the senior center front office).

All activities held at times other than regular business hours will require the presence of a building attendant. The group using the facility will be required to pay the cost at a rate determined by current salary guidelines. Exceptions will be made when the Senior Center is a co-sponsoring agency or during Park and Recreation activities, when one or more staff persons are present. A facility rental must be filled out and submitted to secure all facility rentals.

## Appendix G: Fundraisers

**Holiday Fair:** Annual event open to the public, held on the first or second Saturday in November.

- All proceeds of this event are considered funds raised for the Senior Center. Funds are deposited under a trust fund account and are used to purchase supplies and materials necessary in the operation of the Senior Center. Fifteen percent (15%) of the proceeds for all merchandise sold by individuals at the Senior Center Holiday Fair will become fundraising profit. This includes Gift Shoppe sales and Watercolor group sales. Any outside vendors attending the event (if the decision to do so) will be charged a flat fee.
- All expenses for the Holiday Fair are to be paid from the Senior Center funds.
- **No** advanced sales are permitted.
- Merchandise is to remain available for sale throughout the advertised hours of the sale. No participating group is to close their area beforehand, unless all merchandise has been sold.
- Each senior center group will receive a cash box (the gift shop will receive two cash boxes) containing starting cash at the beginning of the event and is responsible to return it to the office at day's end.
- Senior center staff will procure volunteers to set-up, work during the event, and help with clean-up.

**Health Fair:** Annual event open to the public, held the second Wednesday in May.

- All proceeds of this event are considered funds raised for the Senior Center. Funds are deposited under a trust fund account and are used to purchase supplies and materials necessary in the operation of the Senior Center. All outside vendors attending the event will be charged a flat fee.
- All expenses for the Health Fair are to be paid from the Senior Center funds.
- Vendors are asked to keep their booth up throughout the advertised hours of the event.
- Senior center staff will procure volunteers to set-up, work during the event, and help with clean-up.

**Rummage Sale:** Annual event open to the public, usually held in the summer.

- All proceeds of this event are considered funds raised for the Senior Center. Funds are deposited under a trust fund account and are used to purchase supplies and materials necessary in the operation of the Senior Center.
- All expenses for the Rummage Sale are to be paid from the Senior Center funds.
- Senior center staff will procure volunteers to set-up, work during the event, and help with clean-up.

**Other Fundraisers:** The Manitowoc Senior Center may hold additional fundraisers throughout the year (examples: bake sales, raffle baskets, 50/50, etc.). All proceeds for any fundraising efforts are considered funds raised for the Senior Center. Funds are deposited under a trust fund account and are used to purchase supplies and materials necessary in the operation of the Senior Center.