

Policy for Use of
Gautier Senior Citizens Center
Gautier Park – 914 De La Pointe Drive

The Gautier Senior Citizens Center is a public facility funded in part through the Mississippi Department of Economic Development by a grant from the Department of Housing and Urban Development. As such, its uses are primarily limited to those activities which necessarily involve senior citizens and /or activities sponsored by the Gautier Senior Citizens Center. When the Center is not in use for the senior citizens activities other uses may be approved, provided such uses are of a non- profit nature and do not conflict with continuing senior activities.

- Regular scheduled activities or duly announced senior activities as shown on the monthly newsletter and calendar including but not limited to ceramic classes, bingo, bridge classes, quilting, art and other approved classes and programs that are primarily for senior citizens take priority over other uses of the senior building.
- Special programs sponsored by the Center in support of community activities such as the annual Fourth of July picnic or other special events or public meetings as may be necessary for the good of the community take priority over other uses of the Senior Building but not over regularly scheduled activities or programs of the center.

All other uses are subject to approval of the Senior Citizens Steering Committee which a Council is appointed membership charged with the responsibility of oversight of the use of the Senior Center and for promoting senior programs of the center.

Other uses of the center by individuals or special groups shall be subject to the following:

- Parties who wish to use the Center for special events must make their request by completing an application and submitting it to the Senior Citizens Center Coordinator between 11am and 2pm Monday through Thursday not less than thirty days prior to the day of intended use. The application will be reviewed by the Steering Committee within fourteen days following the first of the subsequent month and the applicant notified of the Committee's findings and decision within twenty- four hours. Cause of approval and/or rejection shall be recorded on the application.
- Due to fire safety codes GROUPS LARGER THAN 90 PERSONS ARE NOT ALLOWED.
- DEPOSITS – A (\$100.00) dollar cash refundable deposit will be required at time of application of any individual or special group requesting use of the building to remedy

damage and to ensure proper cleaning of the facility following use. The deposit will be returned if the building is cleaned, no damage is identified, and the inventory complete.

- **USER FEE – NON-REFUNDABLE** user fee of one hundred (\$100.00) per day is required for all use of the Center for any purpose other than for those purposes listed in 1 or 2 above.
- **KEYS** – Key for the Center can be picked up at the Senior Center from the Coordinator at a time to be determined depending on rental days. Return of the key will be no later than 10am the following day. Loss of the key or failure to return keys will result in loss of deposits. Fees must be paid with cash upon receipt of the keys to the building.
- **ALCOHOLIC BEVEGAGES** – In the event alcoholic beverages are to be served on the premises the applicant will be required to have officer provided by the Gautier Police Department. A cost will be charged by the Gautier Police Department. Renter to bring written contract from the Gautier Police Department 14 days in advance to the Senior Citizens Center Coordinator.
- The Center is a **Smoke Free** building and no smoking will be allowed inside the building. Smoking debris must be disposed of in the proper container.
- With the exception of fees incidental to the conduct of senior classes, programs or activities, use of the Center for commercial purposes is prohibited.

- **RULES:**

- **KITCHEN**

1. Please clean up after you use the kitchen. Put items used back in proper storage areas. Do not remove any items except trash from the kitchen.
2. Paper goods such as cups, plates, etc. will not provided.
3. **Items marked for special groups in the cabinets will not be used by renters.**
4. Tables and chairs are in the hall next to the bathrooms. Only chairs with four leg protectors should be used. Return clean tables and chairs that are used from the storage area back to storage area.
5. Ensure that rocking chairs are sufficiently away from the wall to preclude wall damage when rocking. If rocking chairs are moved or taken outside the applicant will be responsible for returning to the original places. Failure to do so will result in a loss of deposit and the applicant will be responsible for replacement of any chairs lost.
6. Rest Rooms should be left clean.
7. ATTACHING POSTERS, ETC. TO THE WALLS WITH NAILS, TACKS ETC. IS PROHIBITED.
8. **Removal of any items that are on the walls is also PROHIBITED.**
9. Please leave the Center as clean as you found it. Brooms and mops are in the kitchen storage closet. Clean up outside

10. All garbage should be bagged and put in the trash dumpster at the end of the parking lot. Garbage bags are not provided. Please bring your own.
11. Please report maintenance problems and breakage to City Hall (497-8000) the following day from 8am to 5pm
12. **FAILURE TO CLEAN UP AND TAKE GARBAGE OUT WILL RESULT IN FORFEIT OF THE DEPOSIT.**
13. Inventory list will be reviewed before and after rental.

Return completed application along with deposit to: Gautier Senior Citizens Center

Gautier Park – 914 De La Pointe Drive

Gautier, Ms 39553

Phone – 228-497-5189

Hours – Monday through Thursday 10am to 2pm

Revised and Approved – Dec. 8, 2010