



## Hurst Senior Activities Center Operational Policies

### **Hours of Operation:**

- Regular hours of operation of the Hurst Senior Activities Center are Monday-Friday, 7:00 a.m. – 5:00 p.m.

### **INCLEMENT WEATHER POLICY:**

The HSAC will not conduct classes or programs if the HEB Independent School District cancels its courses and programs for the day.

### **Membership:**

- The HSAC is open to senior adults age 55 and over and their spouses under 55. Non-residents who are 55 and older are eligible to join.
- The annual membership fee is \$20 for residents and \$80 for non-residents. Daily passes are \$5 for residents and \$10 for non-residents.

### **Check-in:**

- Members must check-in at the front desk upon arrival.

### **Classes:**

1. Classes are only open to current members of the HSAC.
2. Members may register for classes for themselves or other household members.
3. Registration for classes will open the first business day of each month at 8:00 a.m. and continue through the month.
4. Early registration is available on the fourth Friday of the month.
5. Online registration is available to HSAC members. Visit the HSAC to receive your username and password. For online registration, visit [hursttx.gov/hsac](http://hursttx.gov/hsac).
6. HSAC accepts checks, cash, or credit cards. Fees are due at the time of registration.
7. We may limit class size due to space restriction, the type of activity, or at the request of the instructor or coordinator.

### **Fees:**

1. We set fees to meet the Comprehensive Pricing Policy adopted by the Hurst City Council. Typical considerations are costs incurred for the instructor, supplies, and equipment.
2. Class fees are non-refundable; however, under certain circumstances, a credit may be issued at the discretion of the HSAC Staff.
3. A class or program may be canceled due to insufficient interest or rescheduled due to weather conditions or unforeseen circumstances. If a

class or program is canceled and not rescheduled, a credit will be issued where applicable.

### **Trip/travel information:**

#### Eligibility

1. Trips are open to registered members of the HSAC.
2. If space allows, non-members may register for a trip.

#### Registration Process

1. Registration for trips/outings will open the first business day of each month at 8:00 a.m. and continue through the month.
2. Early registration is available on the fourth Friday of the month.
3. HSAC accepts checks, cash, or credit cards. Fees must be paid at the time of registration or otherwise instructed.
4. Registration will continue throughout the month until the trip is full. If the trip does not fill up, non-members may register.

#### Travel cancellation process

1. Participants must contact HSAC Staff to cancel their registration. Registration is not transferable.
2. No refunds unless approved by the travel company. When possible, we will fill vacancies with someone from the waitlist.

### **Parking:**

- Parking for HSAC members is available in the lots east and west of the building and is first-come, first-served.
- Vehicles parked in handicap spaces must display a handicap-parking permit or have a handicap license plate, and spaces are first-come, first-served.
- Parking is not allowed in unauthorized areas. Violators may have their vehicles towed at their personal expense.

### **Tobacco and Alcohol Products:**

- Per Ordinance 2174, smoking is prohibited inside the HSAC.
- Tobacco products are not allowed within the building or on the HSAC grounds, except in the designated smoking area.
- Alcoholic beverages are not allowed within the building or on the HSAC grounds.

### **Fitness Center:**

- Members should complete a fitness orientation before using the Fitness Center.
- Participants should consult their doctor before beginning an exercise or fitness program.
- Members are requested to limit the treadmills, cross trainers, stair steppers, rowers, and bikes to 30 minutes when others are waiting for the equipment.

- As a courtesy to others, members should re-rack free weights and dumbbells after using them.
- Members are requested to refrain from slamming or dropping free weights or dumbbells on the floor.
- Members should wear appropriate workout clothing, including proper athletic footwear (no bare feet or open toes).

### **Fitness Center Lockers:**

- Lockers are available for use in the Fitness Center.
- Participants are encouraged to leave their valuables at home.
- Locks for lockers in the Fitness Center are available for check-out at the Front Desk.
- Please notify the HSAC Staff immediately if your items are missing.
- The City of Hurst is not responsible for lost or stolen items.

### **Rental Policy:**

The HSAC serves the needs of our members through programs, activities, and services. Because of the demand, the HSAC is not available for private rentals.

### **Participation:**

The HSAC is handicapped-accessible with programs designed for the independently functioning older adult. In consultation with staff members, the HSAC Director reserves the right to assess the ability of potential participants to safely and appropriately use the HSAC. This is to assure the health and well-being of all attendees.

A home health aide, companion, escort, or family member may accompany a member requiring assistance for their participation. The companion may be required to register and pay for any activities and special events they attend with the member.

Individuals with problems that are unmanageable by a home health aide, companion, escort, or family member are unable to participate. Examples of problems include, but are not limited to:

- Wandering
- Chronic unmanageable incontinence
- Prescription drug monitoring
- Chronic contagious disease
- Drug or alcohol abuse
- Abusive or harmful behavior
- Regular occurring seizures
- Cognitive impairment
- Poor personal hygiene

- Behavioral health problems
- Inability to feed oneself
- Inability to use the toilet independently

**Medical Assistance:**

In the event of a medical emergency, we will call 911 immediately. Fully conscious members may refuse medical assistance after paramedic evaluation, and the member signs a waiver. Staff is not allowed to transport members in personal vehicles.

**Solicitation:**

Soliciting, selling, or collecting money or other items within the building or on the HSAC grounds is not permitted unless it is part of a fundraising project or event sponsored or approved by the City.

**Pets:**

Except for service animals, we do not allow pets inside the building or on the grounds.

**HSAC Provided Food:**

Food provided for consumption at the HSAC may not be taken from the Center. Exceptions include fresh fruits/vegetables, bread, rolls, cake, or cookies that staff prepare according to health department guidelines.

- All HSAC sponsored food-related events donations must be store-bought and in the original container.
- Items such as chips or popcorn must be in individual bags. Please see staff if you have a question.

**Children:**

We allow children to tour the HSAC only if accompanied by a parent and/or grandparent or to attend special events open to the public. However, children should never be left unattended and supervised by their guardians at all times.

**Personal Conduct:**

The HSAC Director may exclude from participation any person who repeatedly and intentionally does not follow the policies established for the health, safety, and well-being of all members. Actions that may lead to exclusion include, but are not limited to:

- Repeatedly and intentionally disobeying HSAC policies.
- Harassing HSAC staff or HSAC members (including, but not limited to, physical, sexual, or verbal abuse, invasion of personal space).
- Using obscene or profane language or gestures of any kind.
- Brandishing a weapon or dangerous object.

- Consuming or possessing illegal drugs or alcohol.

In the event of a decision to suspend or exclude a participant from HSAC programs and activities, the excluded person may request, in writing, an appeal with the HSAC Director. The participant in question will not be allowed in the HSAC until reinstated by the HSAC Director

**Display:**

Community information areas, including displays and exhibits, are under the coordination of the HSAC staff. Staff will consider requests to add to these areas if they promote the following:

- Calling attention to a theme related to senior services or programs.
- Highlighting current issues, events, or other subjects of interest to members.
- Advertising local organizations and agencies engaged in educational, recreational, cultural, intellectual, or charitable activities.
- Display interesting collections or hobbies of members.

Subject to space limitations, a designated community bulletin board or distribution space may include notices to publicize local groups, meetings, cultural events, and non-partisan political events.

**Storage:**

Storage is provided to contracted instructors or approved volunteer coordinators. Items stored must be related to and for the use of HSAC programs. The HSAC staff shall approve items stored in the facility. Instructors/volunteer coordinators assume the risk of storing items not purchased by the City.

**Use of Kitchen:**

- Only authorized volunteers and staff are allowed in the kitchen.
- No personal food or items belonging to members are allowed in the kitchen.
- Appropriate gloves are to be worn at all times when handling food.

**Lost and Found:**

HSAC staff will keep lost and found items at the front desk for 30 days. If members do not claim items after 30 days, we reserve the right to dispose of or donate them to charity.

**Non-Monetary Donation Policy:**

We will accept the following:

Books/Magazines

- Hardback books – published within the previous ten years must be within ten years of publication. Paperbacks must be in good condition. We do not accept "romance" novels.

- Magazines are accepted dated within the last three months.
- Games
- Puzzles
- Craft supplies
- Yarn/fabric

Donated items must be **new or lightly used** and in good condition. We do not accept household items, clothing, shoes, or food.

For questions, please get in touch with the HSAC Staff.