

SECTION 4 – DAILY OPERATIONS

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A. HOURS OF OPERATION:

1. **Normal Operation:** Monday thru Friday – 8:00 am to 4:00 pm. Members have access to the facility during normal operating hours to participate in scheduled activities. No member is allowed in the facility during closed hours without prior approval from the Center Manager. Religious and political agendas are prohibited on PSC premises.
2. **After Hours Use:** Anyone wishing to schedule activities at the PSC facility outside normal operating hours must obtain the consent of the Center Manager. The Board shall be informed of such requests and retains the right to refuse approval.
3. **Scheduled Closures:** The Center will be closed for the following listed holidays. If a holiday is on the weekend, Monday or Friday will be observed.
 - a. New Year's Day
 - b. Martin Luther King Day
 - c. Presidents Day
 - d. Memorial Day
 - e. Juneteenth
 - f. Independence Day
 - g. Labor Day
 - h. Thanksgiving Day
 - i. Day After Thanksgiving
 - j. Christmas Day
4. **Inclement Weather Closures:** The PSC may close, or delay opening because of weather conditions at the Center Manager's discretion. If Douglas County Schools are closed or delayed because of weather, PSC will follow suit. Closure updates will be posted on 9News by 6:00 a.m. For school status, call the Douglas County Schools weather hotline at 303-387-7669.

B. MEMBERSHIP:

1. **Member in Good Standing Criteria:** Fifty (50) years of age or older, including spouses or partners who may be younger than fifty (50) years of age.
 - a. Have completed and signed the membership application form which is available at the front office.
 - b. Membership dues have been paid in full, and the member has not been suspended or expelled for non-adherence to policies or procedures. Annual membership dues shall be assessed on the anniversary of the member's original joining date.
 - c. An email will be sent 30 days prior to renewal date. Membership will be considered lapsed if not paid by that date.
2. **Voting Member:** Any member in good standing for a minimum of thirty (30) days prior to the date that a membership vote occurs.
3. **Associate Member:** Occasionally the Board may make exceptions to membership requirements, such as for caregivers of members with disabilities, affiliates, and sponsors. All such exceptions shall be honorary, non-voting, and free of annual dues.
4. **Loss of Membership:** Membership will automatically terminate on expulsion, death, or failure to pay membership dues. Upon termination, all rights of the PSC member shall cease. Members may be suspended or expelled for failure to abide by the Code of Conduct as contained in Section 2 of the Operations Manual. The policy details member responsibilities, member rights, and the Violation and Appeals process.

C. PSC MEALS PROGRAM:

- 1. General:** PSC serves a lunchtime meal Monday through Friday. Occasionally a senior is unable to pay for their lunch. A complimentary lunch will be provided at the discretion of the Center Manager. People within the Parker community who are not members of PSC also may participate in the lunchtime meals.
- 2. Celebration Lunches:** On the fourth Thursday of each month, the PSC provides a complimentary Birthday/Anniversary lunch for members who qualify as follows:
 - a. The member's birthday occurs during that month.
 - b. The members' wedding anniversary (spouse still living) occurs during that month.
 - c. Members who plan to attend as birthday or anniversary guests shall make reservations at the front office.
- 3. Staff Lunches:** All paid staff qualify for a free lunch on an ongoing basis. Refer to the detailed Staff Meals Policy provided in Section 2

D. Safety Procedures: The PSC Safety Manual is provided in Appendix D of the Operations Manual. The following is a list of basic safety procedures that shall be observed by all people on or within the PSC premises:

- a. Unsafe acts or conditions shall be reported to the Center Manager without delay.
- b. Constant awareness of safe work habits is of primary importance to avoid injury.
- c. Access to fire exits must always be maintained.
- d. All injuries must be reported to the Center Manager immediately.

E. SOLICITATIONS AND ENDORSEMENT OF PRODUCTS AND/OR SERVICES: To protect members from potential risks associated with products and services – especially those related to health, finances, and extended care – PSC and its Board shall not permit uninvited solicitations within the PSC. A designated space in PSC is available for brochures, flyers, and business cards. However, products and services advertised are for informational purposes only and are not necessarily endorsed by PSC.