



**Parks & Recreation Department**  
**Senior Center**  
**Membership Form**

**MEMBER INFORMATION:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

DOB: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: (Male) \_\_\_\_\_ (Female) \_\_\_\_\_

Residential Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home or Cell. Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Mailing Address (*if different from Residential*): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship with Member: \_\_\_\_\_

**HEALTH INFORMATION:**

(*example: medical issues, behavioral issues, allergies, caregiver required, etc.*):

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## Parks & Recreation Department

### Senior Center

## Release of Liability, Waiver of Claims & Assumption of Risk

This Release and Waiver apply to all individuals registered, enrolled, or otherwise authorized to participate in programs, activities, or services offered by the City of San Luis Senior Center. ("Senior Center"). It applies to all programs and activities conducted at, through, or in connection with the Senior Center.

I understand that participation in Senior Center programs and activities involves ordinary and inherent risks associated with daily and recreational activities. Participation may include movement within the facility, attendance at on-site or off-site programs or outings, and transportation on the Senior Center bus or other authorized City transportation. I acknowledge that participation may result in personal injury, illness, or loss of personal property. I understand that I am solely responsible for the care and security of my personal belongings.

**I further understand that during high-attendance events, the Senior Center may limit, restrict, or deny entry to programs, events, or rooms in order to comply with building codes, fire codes, occupancy regulations, and maximum capacity limits for the safety of participants and staff.**

In consideration for being permitted to participate, I voluntarily assume all risks associated with participation, whether arising from my own actions or the actions of others. On behalf of myself, my heirs, and personal representatives, I waive, release, and agree to hold harmless the City of San Luis, its elected officials, officers, agents, and employees from any and all claims, demands, liabilities, costs, or expenses arising from or related to my participation in Senior Center programs, activities, or transportation, except as otherwise required by law. I understand that the City is not responsible for personal property loss or medical or other costs resulting from injuries sustained during participation.

I understand that signing this form is voluntary; however, the City of San Luis reserves the right to deny participation in Senior Center programs or activities without a signed waiver.

I certify that I have read and understand this Release and Waiver, and I sign it freely and voluntarily, intending it to be legally binding. I understand that by signing this document, I am waiving certain legal rights.

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I HAVE READ OR HAD THIS DOCUMENT READ TO ME AND FULLY UNDERSTAND ITS CONTENTS. BY SIGNING BELOW, I ACKNOWLEDGE THAT I AM WAIVING CERTAIN LEGAL RIGHTS.

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Member Name (*print*)

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Signature

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Date

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Physical Address

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Mailing Address (*if different than physical*)

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Phone Number

**[A copy of the fully executed Release & Waiver must be sent to Human Resources]**



**Parks & Recreation Department**  
**Senior Center**  
**Photo & Media Disclaimer**

The City of San Luis uses photographs, video recordings, audio recordings, and names of community members, including City employees, for general communication purposes, including publications, the City website, social media, public relations, promotions, publicity, and advertising.

Because the City is unable to obtain individual release forms from every person who may appear in photographs or recordings taken at City facilities, City events, City programs, or during demonstrations of City services, participation constitutes consent as outlined below.

By participating in any activities, classes, programs, or events at the Senior Center, you acknowledge and consent to the capture and use of your image, likeness, name, and/or voice by the City of San Luis. The City reserves the right to photograph, audio record, and/or video record participants during Senior Center programs and activities.

Such media may be used for lawful promotional and informational purposes, including but not limited to the City's website, official social media platforms, printed materials (such as flyers, brochures, pamphlets, and newsletters), and television or other broadcasts.

Participation constitutes your consent to such use without compensation, and you waive any claims related to the use or publication of your likeness, name, or voice in connection with City communications.

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**Member Name (*print*)**

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**Signature**

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**Date**



## **Parks & Recreation Department**

### **Senior Center**

## **Membership Rules & Regulations**

Welcome to the City of San Luis Senior Center. The Senior Center is a daytime activity center for adults 60 years of age and older. Eligible participants may voluntarily participate in recreational activities, programs, local and out-of-town trips, nutritious meals, educational excursions, billiards, movies, dances, and other special events. Staff are also available to provide information, referrals, and general assistance to help connect seniors with community resources.

The Senior Center is committed to maintaining a safe, respectful, and welcoming environment for all participants, volunteers, visitors and staff. **The Senior Center may limit, restrict, or deny entry to programs, events, or rooms in order to comply with building codes, fire codes, occupancy regulations and maximum capacity limits for the safety of participants and staff.**

To promote a positive and supportive atmosphere for everyone who attends and participates, the following rules and regulations have been established.

### **General Guidelines:**

1. All participants, volunteers, visitors, and staff must treat one another with courtesy and respect at all times.
2. The Senior Center does not provide sleeping accommodations. Individuals who are observed sleeping inside or outside the facility may be asked to leave.
3. The Senior Center bus is exclusively for transporting registered Senior Center participants to and from the facility.
4. The City of San Luis is not responsible for lost, stolen, or damaged personal property. Participants are responsible for safeguarding their belongings while in the facility or participating in any program or service.

5. Circulating petitions or surveys, conducting interviews, or photographing/recording the facility, participants, staff, or volunteers requires prior written approval from the Director of Parks and Recreation or their designee.

## **Rules and Regulations:**

### **1. Independent Participation Requirement**

Participants must be able to care for themselves independently while attending and participating in Senior Center activities, programs, or services. Staff are not authorized to provide personal care.

Individuals who require assistance (including but not limited to memory support, mobility assistance, incontinence care, or restroom assistance) may participate only with an approved caregiver or attendant. Senior Center staff will determine whether a caregiver is required. If a required caregiver is unavailable, attendance may be denied at the discretion of the Senior Center Manager.

### **2. Membership Requirement**

Individuals aged 60 and over must complete a Membership Application, all applicable Waivers & Disclaimers and acknowledge these Rules & Regulations. The Senior Center Manager must provide approval before an individual can participate. The Membership Application review process may take up to three (3) months. Applicants will be notified once a determination has been made.

### **3. Guest Visits**

Members may request to host a family member or friend up to three (3) times per calendar year, subject to approval. Visitor Requests must be submitted at least two (2) weeks in advance using the required Visitor Form. Senior Center staff will notify the member of the approval status.

### **4. Agency/Organization Presentations**

Agencies or organizations wishing to provide presentations must submit an Agency/Organization Presentation Form request at least two (2) weeks in advance. Requests must be reviewed and approved by the Parks and Recreation Administration Department prior to scheduling a presentation.

### **5. Meal Program**

Members aged 60 and over are eligible for meals served at the Senior Center. A suggested donation of \$2.00 is encouraged; however, no eligible participant will be denied a meal due to inability to pay.

Individuals under age 60 who do not qualify for the meal program will be charged \$9.00 per meal. Non-members may purchase meals only after members have been served. (Refer to WACOG policies.)

**6. Financial Solicitation**

Members and staff shall not request or solicit money from others. Members experiencing financial hardship are encouraged to speak with staff regarding available social service resources.

**7. Conduct**

The use of abusive, threatening, harassing, discriminatory, or derogatory language toward staff or members is strictly prohibited and may result in suspension or expulsion at the discretion of the Senior Center Manager.

**8. Violence and Disruptive Behavior**

Fighting, verbal or physical abuse, threats, destruction of City property, or other disruptive conduct is strictly prohibited and may result in suspension, expulsion, and/or law enforcement involvement.

**9. Smoking**

Smoking is permitted only outside the building and must occur at least twenty (20) feet from entrances, exits, and accessibility ramps, in accordance with Arizona law.

**10. Alcohol and Drugs**

Individuals under the influence of alcohol or illegal drugs will be asked to leave the Center. Alcohol or illegal drugs may not be brought onto the premises.

**11. Weapons**

Weapons of any kind are prohibited on or around the Senior Center premises.

**12. Solicitation**

Solicitation of any kind is prohibited on the Senior Center property without prior written authorization.

**13. Dress and Hygiene**

Participants must wear shoes and appropriate, clean clothing. Individuals whose hygiene creates a health or safety concern may be asked to leave.

**14. Service Animals**

Only approved service animals are permitted inside the Senior Center. Documentation may be required to verify that the animal qualifies as a service animal under applicable law. A service animal is defined as a dog individually trained to perform specific tasks for the benefit of an individual with a disability. Service animals must remain leashed, under control, and within arm's reach of their handler at all times. Animals may not be left unattended. No other animals are permitted.

## 15. Bicycles

Bicycles must be secured in designated bike racks or placed in areas that do not block entrances, exits, or accessibility ramps. Bicycles are not permitted inside the facility.

## **Attendance & Absence Policy**

To promote fair access to programs and encourage active participation, the Senior Center requires registered members to attend scheduled activities on a regular basis. Consistent attendance helps ensure responsible use of community resources and supports a vibrant and engaged membership.

### 1. Attendance Expectations

Members are expected to participate in Center activities regularly.

### 2. Excessive Absences

To maintain enrollment and ensure equitable access to programs:

- Eight (8) or more unexcused absences within a thirty (30) day period will result in a courtesy check-in call from staff.
- Twenty-five (25) or more unexcused absences within a ninety (90) day period may result in temporary removal from active status and placement on a waiting list to allow other eligible individuals to participate.
- **Note:** Members are encouraged to notify the Senior Center in advance of any planned or extended absences. Documentation may be required for prolonged or repeated absences.

### 3. Excused Absences

The following absences will be considered excused when properly reported:

- Illness or medical appointments
- Family emergencies
- Travel or vacation (with advance notice)

### 4. Special Circumstances

The Senior Center recognizes that temporary medical or health-related conditions may affect attendance. In such cases, the member or a family representative must promptly notify the Senior Center Coordinator. Staff will review the situation and may provide reasonable consideration, including reserving participation status for a limited period, as appropriate.

I acknowledge that I have received, read, and understand the rules and regulations of the Senior Center. I agree to comply with all policies, procedures, and guidelines established to ensure a safe, respectful, and welcoming environment for all participants. I understand that failure to adhere to these rules may result in appropriate action, including suspension or revocation of participation privileges.

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**Member Name (*print*)**

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**Signature**

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**Date**



**Parks & Recreation Department**  
**Senior Center**  
**Caregiver / Volunteer Request**

I am voluntarily requesting and/or agreeing to have a caregiver or approved volunteer accompany me at all times while I am present at the City of San Luis Senior Center.

Further, I understand and acknowledge that:

- All caregivers and volunteers must complete and submit the required Volunteer Application in accordance with City of San Luis Human Resources procedures, which may include the completion of a background check.
- A caregiver or volunteer may not attend or participate at the Senior Center until final approval has been issued by the City of San Luis Human Resources Department.
- I agree to comply with all rules, regulations, policies, and procedures of the Senior Center and its staff. I understand that failure to comply may result in revocation of my membership and denial of participation in programs and activities.
- I affirm that I am of sound mind.
- I affirm that I do not have a legal guardian.
- I affirm that I am legally competent to sign this document on my own behalf.

By signing below, I acknowledge that the information provided is true and correct and that I understand and agree to the conditions stated above.

\_\_\_\_\_  
**Member Name (*print*)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**Parks & Recreation Department**  
**Senior Center**  
**Request for Accommodation**

The City of San Luis Senior Center is committed to providing access to its programs services and activities in accordance with the Americans with Disabilities Act (ADA) and applicable law. Individuals requesting reasonable accommodations are required to complete this form in full at the time of application for membership or as soon as they become aware of the need for accommodation to allow the Senior Center to evaluate and process the request.

Participation in programs or activities requiring accommodation may be delayed until the requested accommodation has been reviewed and, if appropriate, approved and implemented by the Senior Center.

**Documentation of a disability from your physician or qualified health care professional is *REQUIRED* for any Request for Accommodation.**

Please provide as much detailed information as possible to assist staff in appropriately assessing the level of accommodation required. You may attach supporting documentation, such as the individual's individualized Healthcare Plan (IHP) and/or a physician's diagnosis, to this request.

**If a caregiver is required, appropriate caregiver credentials must also be submitted. If an approved caregiver is not available to remain with the member for the duration of their time at the Senior Center, the member may not attend the Center.**

|                         |  |               |  |
|-------------------------|--|---------------|--|
| Member's Name:          |  | Cell Phone #: |  |
| Date of Birth:          |  | Age:          |  |
| Caregiver's Name:       |  | Cell Phone #: |  |
| Emergency Contact Name: |  | Relationship: |  |
| Home Phone:             |  | Cell Phone:   |  |

TYPE OF DISABILITY:

TYPE OF DOCUMENTATION PROVIDED:

DESCRIBE THE ACCOMMODATION YOU ARE REQUESTING:

**I have hereby requested the above accommodation and affirm that I am a qualified individual with a disability pursuant to the Americans with Disabilities Act (ADA). I also confirm that I have reviewed the department's information packet regarding a Request for Accommodation.**

\_\_\_\_\_  
**Member Name (*print*)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

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**FOR SENIOR CENTER - OFFICE USE ONLY**

|   |  |                       |  |
|---|--|-----------------------|--|
| <b>Date Received:</b>                                       |  | <b>Date Reviewed:</b> |  |
| <b>Contact Date:</b>  |  | <b>Date Approved:</b> |  |
| <b>Received and completed by:</b><br><i>Staff Full Name</i> |  |                       |  |
| <b>Action Taken:</b>  |  |                       |  |



**Parks & Recreation Department**  
**Senior Center**  
**Consent for Emergency Care**

The City of San Luis is committed to ensuring the health and safety of participants in Senior Center programs and activities.

By participating in any activities, classes, programs, or events at the Senior Center, you acknowledge and consent to the following:

I authorize Senior Center staff, who are trained and certified in CPR and First Aid, to provide emergency medical care, including CPR and/or First Aid, in the event of a medical emergency. I understand that such care will be provided until emergency medical services arrive or professional medical treatment is available.

I acknowledge that this authorization is given voluntarily and is intended to allow staff to respond promptly to urgent health situations to protect my safety and well-being.

\_\_\_\_\_

|                                   |                  |             |
|-----------------------------------|------------------|-------------|
| <b>Member Name (<i>print</i>)</b> | <b>Signature</b> | <b>Date</b> |
|-----------------------------------|------------------|-------------|