



## PARTICIPANT GUIDELINES

### **Participant Eligibility**

Individuals come to the Senior Center or participate in Senior Services programs to engage in activities, access services, volunteer, or just meet with friends.

- All individuals must be able to function independently without supervision unless a personal caregiver accompanies them.
- Individuals age 50 and over are given preference for participation. People age 18 to 49 are welcome to participate on a space-available basis.
- Children under 18 must be supervised by a responsible adult at all times while in the Senior Center or participating in a Senior Services program.
- Regular participants who attend activities at least monthly are required to complete a **Participant Registration Form** and get their **scan card** from the Volunteer and Participant Coordinator.  
*(Registration Forms provides us emergency contact information vital for safety as well as demographic information needed to pursue and/or maintain funding sources)*

### **Participant Personal Property**

Participants must keep their personal property either ***in their possession at all times*** or in a rented Senior Center locker.

### **Pet Policy**

Animals must be in a closed carrier at all times unless they are service animals or certified pet therapy animals. Service animals and certified pet therapy animals must be on a leash at all times.

### **Participant Code of Conduct**

Disruptive behavior is not allowed in the Senior Center, on Senior Center property, and Neighborhood sites or while engaging in Senior Services activities. Disruptive behavior is defined as any activity that distracts and/or annoys staff, participants, or visitors of Senior Services such as (but not limited to):

- Smoking (including, but not limited to, electronic cigarettes) in other than designated smoking area
- Drinking alcohol unless at an approved event
- Reasonable suspicion of alcohol or drug intoxication
- Unruly behavior defined as loud speech, threatening, or violent conduct affecting others participating in Senior Services programs
- Unauthorized gambling
- Solicitation
- Use of abusive language, including profanity, ethnic or racial slurs, and name calling
- Lack of cleanliness or unwelcome body odor
- Irrational behavior
- Excessive use of Center telephones, including conversations that exceed five minutes in length
- Monopolizing common areas; including picnic tables and any other outside areas
- Failure to adhere to use certain equipment or facilities within the designated time limits
- Unauthorized distribution or use of prescribed or non-prescribed drugs, unauthorized drugs, narcotics, tobacco products, or alcoholic beverages to participants
- Unlawful possession or display of a firearm or other dangerous weapon
- Sleeping
- Playing the television or other audio equipment too loudly, or disrupting someone who is watching television by changing the channel or taking control of the remote
- Displaying symptoms of contagious, infectious, or communicable disease or condition spread by direct contact

**Any violation of conduct, either to the group leader or reported to the group leader by a participant should be reported to a staff member.**



**City of Tallahassee  
Parks, Recreation and Neighborhood Affairs  
Tallahassee Senior Services**

## **Computer, Copier and Fax Use**

The Senior Center is happy to provide computer, copier and fax services for Center participants. As City property, all computer, copier and fax use must be in accordance with City policy. No one is to access, transmit, or reproduce any materials that contain the following:

- Offensive or harassing statements
- Sexually explicit language or pictures
- Violent, threatening, defrauding or illegal material

Anything that would in any way bring the City into disrepute is specifically prohibited. Offending users may be denied further access to, or restricted use of, equipment at the Senior Center.

**Users should have no expectation of privacy of information.** Any information or records produced, stored, transmitted or received through or on City equipment is City property. The City reserves the right to access and disclose all information created on, sent over, received via or reproduced on City computers, fax machines, or copiers. All communications and transactions generated via the Internet or through the City's computer systems are considered City business and subject to the Public Records Law, Chapter 199, Florida Statutes.

E-mail messages are not private communications. E-mail and data are not confidential. Even unpublished data can be public and visible to technicians.