



PARTICIPATION AGREEMENT

Date: _____

Name (please print): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell: _____ E-mail: _____

Municipality (where vote) (check one): DeForest _____ Vienna _____ Windsor _____ Other _____

County: Dane _____ Other _____

Date of Birth: _____ / _____ / _____

Race: Asian Black American Indian White

Ethnicity: Non-Hispanic Hispanic

Emergency contact information (able to be reached 9:00 a.m. – 4:00 p.m. Monday – Friday):

Name: _____ Home Phone: _____

Relationship: _____ Cell Phone: _____

I understand and agree to participate in programs or activities at the Center or use Center equipment voluntarily within my abilities and physical constraints and at my own risk. I agree to notify staff as needed with any concerns.

All Center participants need to function without assistance or supervision from staff. Individuals who need assistance must have a qualified companion or aide escort them at all times to provide any needed assistance. All participants will conduct themselves so as not to infringe upon normal activities or other participants.

The Center acknowledges participant/volunteer birthdays in the newsletter, on lobby slideshow and at the birthday lunch, using only the month and date.

Photos taken of you at the Center or events may be published in any media and exhibits.

If you prefer not to have your photo or birthday published and acknowledged, please indicate this to staff and sign an opt-out form.

I have read, understand, and agree to abide by policies, risk statements, and hold-harmless provisions established by the Commission and Board of Directors for the DeForest Area Community and Senior Center, as well as by the rules and regulations when participating with partner entities.

 (Signature)

 (date)

We value your privacy and will not share your information without your consent.

Keytag Assigned #

Facility Policies

The DeForest Area Community and Senior Center is dedicated to offering a friendly and inviting atmosphere. Behavior that inhibits other participants from using and enjoying the Center is considered inappropriate. Inappropriate behavior may result in limiting or losing Center privileges. The Center encourages participants to share questions, concerns, suggestions, and complaints with appropriate staff. If the participant is not satisfied with the response from the foregoing individual or does not agree with a decision to limit or restrict Center privileges, the participant may report this to the Executive Director, who in turn will inform the Board and Commission Presidents. The report must be written and signed by the individual. The following policies are intended to make participants feel welcome and to provide reasonable rules of behavior to benefit all.

1. Business hours are 9:00 am to 4:00 pm, Monday through Friday. Additional events are scheduled evenings and weekends, pending available staff. If you need to cancel your event, please notify the Center immediately.
2. To participate in Center programs and activities a signed Participation Agreement is required. There are annual fees for participants residing outside the municipalities of DeForest, Windsor and Vienna.
3. The DeForest Area Community and Senior Center's building and land are owned by the DeForest Half Century Club, Inc., a non-profit organization, and are not public property. The Center's grounds and parking lot are intended for Center related activities only. Parking or loitering after business hours is prohibited.
4. Alcoholic beverages, cigarettes, including E-cigarettes, and illegal drugs are prohibited anywhere on Center property. Weapons are prohibited. Unauthorized entry into any locked areas in the Center is not permitted. No skateboards, scooters, bikes or other play vehicles are permitted on the premises.
5. Solicitation is not permitted. Any notice, advertisement, permit, and/or contract for events must clearly state the entity hosting or sponsoring the event. The Center may only be listed as the location of the event.
6. To reserve the Center for an event a Facility Use Agreement must be signed by a person 21 or older and full payment of the facility cost share is required. Facility use is limited to the date(s), time(s), room(s), and equipment listed in the Facility Use Agreement. Center parking spaces and grounds cannot be rented, but are included with facility use cost share fees or by approved arrangements. All cost share payments are non-refundable and Facility Use Agreements are non-transferable.
 - a. Tables and chairs are provided. The Center does not provide supplies. Lighted candles and confetti are not permitted. Tape and tacks are not permitted, decorations may be using mounting putty only. All decorations and personal items are to be removed immediately following the event; storage is not available.
 - b. Groups are expected to leave the room in the condition they found it, including sweeping the floor, wiping tables and removing garbage.
 - c. The Center is not responsible for any lost or stolen items or equipment malfunctions or defects. Participants agree to inform Center staff immediately of any equipment malfunctions or defects. You may be responsible for costs associated with any damage to equipment or property as well as for costs associated with events that require extended time in the building, greater than anticipated participant numbers, and/or excessive custodial hours needed.
 - d. Minors must be supervised by an adult at all times.
7. Photos taken of Center events may be published in any media and exhibits. If you prefer not to have your photo appear in print, please indicate this to staff.
8. The Center reserves the right to make necessary changes for unforeseen events including emergencies, changes in guidelines, cost shares, and room availability without notice.
9. Harassment and/or discrimination on the basis of race, color, religion, national origin, political ideology, marital status, gender, sexual orientation, age, mental or physical disability, or any other characteristic protected by applicable federal, state, and/or local law is not permitted.
10. Non-compliance with facility policies and guidelines or any laws and ordinances including misrepresentation may result in cancellation of event and/or limiting or loss of Center privileges.

In case of an emergency call 911



RELEASE

I, _____, wish to participate in programs, activities, events, and/or
 (please print)

wish to volunteer at the DeForest Area Community and Senior Center. Participation in any program, activity, event, or use of the Center and Center equipment is voluntary and at your own risk.

I hereby release and forever discharge the DeForest Area Community and Senior Center, its employees, agents, officers, and volunteers as well as activity participants of and from any and every claim, demand, action, or right of action arising from or by reason of any personal injuries, property damage, or death suffered as a result of my participation.

This release shall apply to all causes of injury, damage, or death including the negligent actions of the DeForest Area Community and Senior Center, its employees, agents, officers, and volunteers and the negligent actions of other participants in the programs, activities, or events occurring at the Center. This release shall not, however, apply to injuries, damage, or death caused intentionally by the DeForest Area Community and Senior Center, its employees, agents, officers, and volunteers.

While the DeForest Area Community and Senior Center may employ reasonable steps to minimize the risk of injury to participants, risks cannot be eliminated, nor can the DeForest Area Community and Senior Center guarantee such precautions will always be followed. The risks associated with programs, activities, events, volunteering, or use of the Center and Center equipment can include, but may not be limited to, a representative listing available upon request.

I further state that I have carefully read the foregoing release and have **A COMPLETE UNDERSTANDING** of the contents thereof and sign this release of liability agreement by my own free will.

 (Signature)

 (Date)



Volunteer Registration

Name: _____

Previous work/occupation/skills _____

Volunteer experience

Areas of Interest (Check all that apply):

Activities Helper

Administrative Support

Special Events

Gardening/Grounds Work

Computer Assistant/Help

Nail Care Assistant

RSVP Community Connections (55+)

Decorating

RSVP Helping Hands (Sewing)

Kitchen Help/Meal Packer

RSVP Escort Driver (appointments)

RSVP Meal Delivery Driver

Other: _____

Availability:

Please Check All That Are Applicable:

I Am Available:	<input type="checkbox"/>	Mornings (Mon-Fri)	<input type="checkbox"/>	Afternoons (Mon-Fri)	<input type="checkbox"/>	Evenings (Mon-Fri)
	<input type="checkbox"/>	Weekends	<input type="checkbox"/>	Once A Week	<input type="checkbox"/>	More Than Once A Week
	<input type="checkbox"/>	One Time Only	<input type="checkbox"/>	As Needed	<input type="checkbox"/>	_____ Other

Would you to be interested in helping out with special projects that may include occasional weekend events?
 (July 4th, Brat Bust, Winterfest)

Yes No



505 North Main Street
DeForest, WI 53532
608-846-9469

Character References:

Please list two character references (other than relatives) who have known you at least two years.

1. Name _____ Phone _____

2. Name _____ Phone _____

Confidentiality:

Personal information for any individual must be held with the highest degree of respect and confidentiality.

By signing this document I agree to serve as a volunteer for the DeForest Area Community and Senior Center and to abide by the policies and guidelines as written or outlined by staff for any volunteer position, without anticipation of financial remuneration.

I agree to allow the staff of the Deforest Area Community and Senior Center contact the references listed above and to conduct a background check on matters of public record. I understand that this information is confidential.

Signature of Volunteer

Date

Parent/Guardian signature (if required)

Date