

## Eligibility Requirements

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- ✓ 55 years of age or older
- ✓ Able to fully and completely negotiate the Senior Center facility independently.
- ✓ Able to negotiate steps, paths to building, and program areas.
- ✓ Able to understand and carry out verbal instructions.
- ✓ Able to recognize and respond appropriately to emergency warnings.
- ✓ Able to function effectively in a social setting using appropriate and respectful language and behavior.
- ✓ Able to eat independently.
- ✓ Able to use the restroom unassisted.
- ✓ Able to not pose a risk to self and others.
- ✓ Be aware of surroundings at all times.
- ✓ Able to get on and off the Loudoun County bus independently.
- ✓ Willing to remain seated on vehicle with seat belt fastened until bus comes to a complete stop.

## CONTACT OUR STAFF

703-737-8039

TBD, Manager  
Cheryl Wheeler, Assistant Manager  
Jackie Mayne, Café Supervisor  
Sue Depoy, Activity Coordinator  
Jen East, Customer Service Assistant  
David Keyes, Vehicle Operator  
Diane Simmons, Vehicle Operator

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## Senior Center Hours

Monday-Friday 9:00am-5:00pm  
Tuesday 9:00am-8:00pm  
Saturday and Sunday Closed  
*Lobby doors will not open until 8:45am.*

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## Inclement Weather Policy

Loudoun County Government <b>CLOSED</b>	Senior Center <b>CLOSED</b>
Loudoun County Government <b>UNSCHEDULED LEAVE</b>	Senior Center <b>OPEN</b> with lunch, NO bus transportation
Loudoun County Schools <b>CLOSED</b>	Senior Center <b>OPEN</b> , NO bus transportation

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# The Senior Center of Leesburg

## Guidelines for Participation



# Welcome to the Senior Center of Leesburg

Welcome to the Loudoun County Senior Center of Leesburg. This information is consistent with the policies of the Area Agency on Aging, a division of the Parks, Recreation, and Community Services Department. We ask you to help ensure that center programs run smoothly and are a source of fun and enjoyment for everyone. Feel free to ask questions of any staff member and express your concerns. We are here to help you, and value your input and suggestions.

## Area Agency on Aging Mission Statement

*To foster independence and health aging, and improve the quality of life for older adults and their caregivers through comprehensive programs and services.*

## Rules of Conduct

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Violation of the Rules of Conduct may result in loss of Senior Center privileges.

1. Damage, destruction, or theft of property is prohibited.
2. Excessive noise level, boisterous behavior, or inappropriate language is prohibited
3. Use of tobacco is restricted to designated smoking areas.
4. Use of alcohol is prohibited.
5. Inappropriate use of center computers is prohibited. Guidelines are posted in the computer lab.
6. Members and guests are expected to maintain an acceptable standard of personal hygiene. Infested clothing or personal effects, or unpleasant body odor, which may offend other patrons of the center, is unacceptable.
7. Begging or solicitation is prohibited (e.g. panhandling, promoting political or religious views). Also, vending for personal gain outside of sanctioned events is prohibited.

**Depending on the nature and severity of the offense, staff reserves the right to enforce immediate suspension or take appropriate measure(s).**

## Payment Information

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- Checks for membership, trips, classes, and events should be made payable to “**County of Loudoun**”. We also accept cash, MasterCard, Visa, or Discover cards.
- There are no refunds unless the trip is cancelled by Loudoun County.
- For any cancellation that is made by participants, there may be a refund minus a 30% administration fee if your seat is resold. If a participant’s seat is unable to be resold, then the full amount of the trip will be lost.

## Lunch Program

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- The Senior Café current cost is \$4.00 per meal for senior ages 55-59. For seniors 60 and over, a donation is requested.
- Proper donation amounts are posted on the bulletin board in the café and on the back of the monthly menu.
- Lunch reservations must be made 24 hours before the day you would like to attend.

## Transportation Services

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- Bus Service guidelines can be found in our **Center Bus Information** document.
- Riders will be required to sign a Bus Rider Contract.