



City of West Covina  
Public Services Department

## **SENIOR CENTER POLICIES**

In order to maintain a safe and enjoyable experience for all visitors at the Cortez Park Community and Senior Center, it is necessary that the following basic policies are adhered to at all times. Please note that this list is not intended to be all inclusive, and that it is expected that all participants in senior programs and activities conduct themselves in an appropriate manner, displaying respect and consideration to fellow participants, volunteers and staff. Any questions, concerns or issues should be communicated to Senior Center Staff.

- Personal belongings should not be left unattended. The City is not responsible for lost or stolen items within the facility.
- All mobility devices, such as walkers, scooters, and wheelchairs must be used in a FORWARD MOTION at ALL times.
- Harassment of participants and/or employees of the City of West Covina on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual orientation, domestic partnership, dressing according to gender identity, or age will not be tolerated.
- Profanity and swearing will not be tolerated.
- Fighting, pushing or shoving will not be tolerated.
- Possession of weapons is not permitted.
- Smoking inside the Senior Center and in the park are prohibited.
- Animals are not permitted in the Senior Center with the exception of service animals for persons with disabilities.
- No vending of any kind is permitted at the Senior Center.
- Participants should maintain proper personal hygiene, including clean clothing.
- Participants may not use the restroom for bathing, shaving, washing, rinsing hair, or washing or rinsing clothing or other personal items.
- Participants may not post materials in the Senior Center without prior staff approval.