

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN THE SHELTON SENIOR CENTER
AND
SHELTON CHAPTER #3240 OF AARP, INC.

The following conditions and requirements constitute the subject MOA in regards to the Shelton Chapter #3240 of AARP, Inc., being allowed to hold its membership and Board of Directors meetings at the Shelton Senior Center.

- Item 1.** That the Board of Directors meetings be held nine times per year, on the second Tuesday of the months of Aug., Sept., Oct., Nov., Jan., Feb., Mar., Apr., and May.
- Item 2.** That the Board of Directors meetings will be held in the Conference Room of the Shelton Senior Center.
- Item 3.** That the membership meetings will be held eight times per year, on the third Tuesday of the months of Sept., Oct., Nov., Jan., Feb., Mar., Apr., and May.
- Item 4.** That the membership meetings will be held in the Bingo Room of the Shelton Senior Center.
- Item 5.** The meetings will commence at 1:30 PM and will end in time for the rooms to be returned to their pre-meeting conditions, (including leftovers, coffee pots, etc.) and vacated by 4:00 PM for the Board Meeting and by 4:15 PM for the membership meeting.
- Item 6.** It is agreed that the Senior Center will provide cabinets for storage and a receptacle for disposable plates and eating utensils used during the membership meeting.
- Item 7.** On membership meeting days, the Bingo Room will be available for meeting set up and preparation at 12:30 PM.
- Item 8.** It is recognized that AARP members attending the meetings need not be members of the Shelton Senior Center.

- Item 9.** It is agreed that the Shelton Senior Center has the authority to close the building without prior notification to the AARP Chapter.
- Item 10.** It is agreed that the Shelton Senior Commission has the authority to cancel this MOA and the subject meetings with two months' notice (in writing). The AARP Chapter has the right to do the same.
- Item 11.** If sound amplification is required for the meeting, the Center's system may be used with the AARP chapter providing the microphone.
- Item 12.** The Shelton Senior Center will not cancel or reschedule any of its normal activities, in other rooms, to accommodate the AARP Chapter.
- Item 13.** The Senior Center will not require any annual donation for the use of the facility.
- Item 14.** Any caterer must have a certificate of insurance naming the city of Shelton as an additional insured and showing limits of \$1,000,000.00 liability and \$50,000.00 property damages. The certificate would be required to be sent to the Director one week prior to the event.

In Agreement with the above conditions the following authorities provide their approval.

_____ Chairperson Shelton Senior Commission

Walter Oko Date: _____

_____ Director Shelton Senior Center

Doreen Laucella Date: _____

_____ President Shelton Chapter #3240 of AARP, Inc.

Walter Roog Date: _____