

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 meetings at the Shelton Senior Center.

- Item 1.** That the membership meetings will be held eight times per year, on the third Tuesday of the months of Sept., Oct., Nov., Dec., Jan., Feb., Mar., Apr., and May.
- Item 2.** That the meetings will be held in the Bingo Room of the Shelton Senior Center.
- Item 3.** That the meetings will commence at 1:30 PM and will end in time for the room to be returned to its pre-meeting condition, (including leftovers, coffee pots etc.) and vacated by 4:15 PM.
- Item 4.** It is agreed that the Senior Center will provide a receptacle for disposable plates and eating utensils used during the meeting.
- Item 5.** On meeting days, the Bingo Room will be available for meeting set up and preparation at 12:30 PM.
- Item 6.** It is recognized that AARP members attending the meeting need not be members of the Shelton Senior Center.
- Item 7.** It is agreed that the Shelton Senior Center has the authority to close the building in the event of inclement weather without prior notification to the AARP Chapter.
- Item 8.** 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 9.** If sound amplification is required for the meeting, such equipment will be provided by the AARP chapter.

- Item 10.** The Shelton Senior Center will not cancel or reschedule any of its normal activities, in other rooms, to accommodate the AARP Chapter.
- Item 11.** The Senior Center will not require any annual donation for the use of the facility.
- Item 12.** 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.

Joseph Benanto Chairperson Shelton Senior Commission

Joseph Benanto Date: 9/10/13

Kathy Ramia Director Shelton Senior Center

Kathy Ramia Date: 9/10/13

James Kelly President Shelton Chapter #3240 of AARP, Inc.

James Kelly Date: 9/10/13