



Meridian Senior Center 2026 New Member Form



Member Name: _____

Address _____ City: _____ Zip: _____

Cell Phone (____) _____ Land Line (____) _____

Email (please print clearly) _____

Date of Birth _____ Form of Transportation Used: _____

Are you a Veteran ____ Yes ____ No If So, What Branch? _____

Member Name: (If Signing up as a Couple):

Address _____ City: _____ Zip: _____

Cell Phone (____) _____ Land Line (____) _____

Email (please print clearly) _____

Date of Birth _____ Form of Transportation Used: _____

Are you a Veteran ____ Yes ____ No If so, what Branch _____

How would you like to receive your Newsletter? (Please select only one) Mail _____ Email _____

Medical:

Please list types of medical conditions you think we should be aware of or medications you are taking:

Allergies:

Drug _____ Food _____ Other _____

In Case of Emergency

Contact Name _____

Relationship _____ Phone # _____

Volunteering:

Would you be interested in Volunteering? ____ Yes ____ No

What would you be interested in Volunteering For?

Activities:

What type of events/activities/programs would you be interested in participating in?

(Please Flip Over to Complete Membership Form)

Membership:

Membership Pricing for 2026

Resident: Meridian Township Resident Non Resident: Lives outside of Meridian Township

Resident --	\$25.00 (Single)	\$35.00 (Couple)
Non Resident--	\$35.00 (Single)	\$45.00 (Couple)

Make Checks Payable to: Meridian Senior Center 4000 Okemos Rd. Okemos, MI 48864

Would you like to make a tax deductible donation to the Meridian Senior Center?

Yes____Amount: \$ _____ No_____

Notice Of Participation

This notice is to inform participants that 911 will be called for perceived medical emergencies. In such an occurrence senior center staff, volunteers or representatives are released from all liability. This falls under the good Samaritan act.

As part of the public programs at the center, pictures and videos are taken to be used for promotion of the center's activities.

Waiver

In consideration of your accepting my entry, I hereby, for myself, my child, my heirs, executors and administrators, waiver and release any and all rights and claims for damages I may have against Meridian Township Parks and Recreation Dept., Okemos Public Schools., and its representatives, successors and assigns for any and all injuries suffered by myself at any activity sponsored by these groups. I understand that I am encouraged to maintain proper insurance coverage for myself during the duration of my participation and specified activities with this Department. I do hereby certify all the above information to be correct and true.

Signature: _____

Date:_____/_____/_____

I have read and understand the Code of Conduct , Safety and Security Protocol, Cancellation Policy, Gift Certificate Policy and The Notice of Participation of the Meridian Senior Center.

****This form must be signed and dated in order for this application to be valid.**

Signature: _____

Date:_____/_____/_____

For Office Use Only

Date_____Processed by _____Amount Paid \$_____ Key tag # _____MSC_____ ARUX_____

Safety and Security Protocol for Fire, Tornado and Lockdown

The Safety of everyone at the Meridian Senior Center in Okemos, MI, is a matter of primary importance to our staff and to police, fire and EMT personnel responding to incidents or conducting emergency drills.

Senior Center members are required to follow these established protocols for emergency drills and to set a good example for the Middle School Students. Board members are urged to know the protocols to communicate them to their activity groups; set a positive example for the membership at large and for Chippewa students; and assist staff as the need arises.

Wheelchairs, walkers are available by every exit for persons needing assistance to exit the building. The room will be unlocked at all times.

Everyone at the Senior Center should treat all drills as the real thing. Being safe and prepared is our number one priority. Thank you for your cooperation

FIRES and FIRE DRILLS: Alarms will sound and strobe lights will flash. Senior Center guests, participants and staff will quietly exit the Center and walk to the main part of the parking lot. The fire marshal needs us to gather as a group at our designated location (marked by a red sign) on the sidewalk or grass. **Not in the parking lot.** If you are unsure where to go, look for Senior Center staff and participants and join them. We will need to remain quiet until an all-clear is determined.

TORNADO and TORNADO DRILLS: A long beep over the PA will indicate a tornado threat and the need to take cover at the nearest designated area within the building. Designated safe areas are
INTERIOR ROOMS WITHOUT WINDOWS:

- a. The men's and women's rest rooms.
- b. The last storage room (nearest the double doors and the kitchen)
- c. The corridor nearest the coat racks (outside the interior double doors)

Ideally, everyone should be seated with their heads covered. Participants should remain in place quietly until an all-clear is given.

GENERAL LOCKDOWN and DRILL: Announcement will come from the speaker with instructions, doors will automatically lock.

A general lockdown may occur due to an event (e.g. bank robbery) within a certain radius of the Center. There will be no announcement, but the Senior Center director will be notified and all doors will be automatically locked. No one should be entering or exiting the building until an all-clear is given. Participants may continue with their activities within the Center.

CHEMICAL LOCKDOWN and DRILL: Instructions will be given over the PA. Guests, participants and staff should exit the Senior Center through interior doors on the northeast wall (closest to the coat racks); then slowly, quietly and safely go to the auditorium and sit in the outer sections in the last 4-6 rows. Our group should remain seated quietly until an all clear is given.

INTRUDER LOCKDOWN and DRILL: Instruction will be given through the PA system and phone system with instructions.

Guests, participants and staff should seek cover immediately in a room where they will not be visible (no windows) and the door can be locked or barricaded. Remain in place completely quiet until an all-clear is given.

CODE OF CONDUCT

The Meridian Senior Center in Okemos, MI is a community-based organization dedicated to improving the lives of older adults in our community. It is important that members, volunteers, guests and staff avoid behavior that infringes on the rights, welfare and enjoyment of others. Participation in the organization's programs is dependent on the observance of the Center's rules and procedures. The activities outlined below are strictly prohibited. Any participant, volunteer or guest who violates this code is subject to censure, up to and including removal from the program.

- Discourtesy, actual or threatened violence, harassment, abusive language or bullying.
- Unauthorized materials such as explosives, firearms, weapons or other similar items.
- Attending activities at the Senior Center while under the influence of drugs or alcohol.
- Conduct endangering the life, safety, health or well-being of others.
- Abuse of the Center or its contents, including littering, misuse, theft or abuse of the building, equipment or supplies.
- Violation of any federal, state, school, township or county laws and ordinances.
- Failure to follow School/Center emergency procedures and drills. Failure to follow any agency or school policy or procedure.

The Advisory Board and designated volunteer members will assist the staff in enforcing this code of conduct.

****Okemos Public Schools has a Zero Tolerance policy for drugs, alcohol, and weapons.**

CORRECTION STEPS

1. First offense: a documented verbal warning
 - a. Meet with participants to discuss conduct policy.
 - b. Discuss inappropriate behavior and the violation that occurred.
 - c. Advise the participant that continued inappropriate behavior may result in suspension from programs.
 - d. Make a record of the incident and provide a copy to the participant.
 - e. Record to be kept for two calendar years.

2. Second offense: a documented written warning
 - a. Meet with participants to discuss violation(s).
 - b. Make a record of the incident and provide a copy to the participant.
 - c. Issue suspension to participants for up to five days of program operations. (Not counting weekends, holidays or other days the center is closed).
 - d. Length of suspension to be determined by staff and advisory board members.
 - e. Record to be kept on file for four full calendar year

3. Incidents of Imminent danger
 - a. Handle imminent danger to persons or property as a police matter
 - b. When appropriate, call 911 (8-911) to protect the safety of participants and staff at the Center.
 - c. To be kept on file indefinitely.

Meridian Senior Center Cancellation Policy

1.12.2026

The Meridian Senior Center strives to provide quality programs and services while ensuring the safety of our members and staff. To allow for effective planning and fairness to all participants, the following cancellation policy applies.

- **General Program Cancellations**
- **Non-Paid Classes & Activities:**
 - Participants must cancel at least 24 hours in advance of the scheduled program or class.
- **Paid Classes, Programs & Appointments:**
 - Cancellations must be made at least 48 hours in advance to be eligible for a refund of credit.
 - Cancellations must be made by contacting the Senior Center front desk by phone or email during business hours.
 - Late cancellations will result in forfeiture of fees.
 - No-shows will be charged the full program fee.
- **Classes and Multi-Session Programs**
 - A full refund will be issued if cancellation occurs 5 days prior to the start of the first session.
 - After the program has begun:
 - Partial refunds or credits may be issued if the space is filled.
 - No refunds will be issued after attending more than one session, except in documented medical emergencies.
- **Trip Cancellation Policy**
 - All trip cancellations must be made at least one (1) week prior to the trip date to be eligible for a refund.
 - Cancellations made less than one week in advance are non-refundable, unless the participant's spot can be filled.
 - Refunds for trips are subject to transportation, ticketing and vendor costs already incurred.
 - Overnight trips may have additional cancellation restrictions based on hotel or vendor policies.
 - The Senior Center reserves the right to cancel trips due to low enrollment, weather, or safety concerns. In such cases, participants will receive a full refund.
- **Weather Related Closures**
 - The Senior Center follows Okemos Public Schools (OPS) closure decisions during severe weather.
 - When OPS is closed due to inclement weather, the Senior Center will also be closed.
 - All programs, classes, appointments scheduled for that day will be cancelled.
 - Trip cancellations due to inclement weather will be decided on a case by case basis. Participants will be notified on whether the trip will be cancelled or not. If the trip is not cancelled participants are responsible for attending as planned.
 - Participants of cancelled programs will receive a refund, credit or rescheduled date, depending on the program.
 - Closure announcements will be shared via phone message, email and social media and the Senior Center website when possible.
- **Emergency Closures**

- The Senior Center may close or cancel programs due to emergencies, safety concerns, or unforeseen circumstances. Refunds or credits will be issued at the discretions of management.
- **Special Circumstances**
 - Medical or family emergencies may be considered for refunds or credits; documentation may be required.
 - The Senior Center reserves the right to make exceptions on a case-by-case basis.

Meridian Senior Center Gift Certificate Policy

1.12.26

Gift Certificate Policy:

- Gift Certificates are non-transferable and may only be used by the individual for whom they are issued.
- Each gift certificate can only be applied to the specific program or service for which it is designated.
- Gift certificates cannot be given to another person or exchanged for a different program or service.
- For services or ongoing programs, gift certificates must be redeemed within two (2) months of the issue date.
- Gift certificates have no cash value and cannot be redeemed for money.