



**The City of West Buechel
Multipurpose Center
Standard Operating
Procedures**

Created July, 2022

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Mission Statement

Welcome to the West Buechel Multipurpose Center

This is a Standard Operating Guide that is designed to give helpful insight into the day-to-day operation of the Multipurpose Center and Programs offered by the City of West Buechel. It includes detailed information about our programs, procedures, and policies. These policies are not all inclusive. The Staff adheres to the City of West Buechel Personnel Policy and Procedures. Should a situation arise at the WBMC that is not covered in these policies and procedures, the mayor has the authority to take any step deemed necessary to resolve the immediate situation.

Many thanks go to the City of West Buechel for their ongoing commitment to the West Buechel Multipurpose Center, to the staff for their energy and the outstanding job, to the WBMCC for the dedication and involvement, and to the residents for their continued support and encouragement.

I.
Definitions

"WBMC" West Buechel Multipurpose Center

"Program" An arranged activity or service

"Participant" A person who takes part in an activity or program

"Holidays" Federally recognized Holidays when the City of West Buechel will be closed.

"Inclement Weather" Abnormal weather conditions considered hazardous or dangerous.

"Educational Speaker" A volunteer, a Professional who donates time to give an educational Speech.

"Building" The West Buechel Multipurpose Center located 3716 St. Francis Ave.

"Equipment" Any Item that the City of West Buechel has purchased or which is donated for specific use of the West Buechel Multipurpose Center.

II.

1. Hours of operation

		Summer Hours
Sunday:	Closed	Closed
Monday:	10am - 6pm	9am - 5pm
Tuesday:	10am - 6pm	9am - 5pm
Wednesday:	10am - 6pm	9am - 5pm
Thursday:	10am - 6pm	9am - 5pm
Friday:	10am - 6pm	9am - 5pm
Saturday:	Closed	Closed

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WBMC hours are subject to change based on staffing availability and if the mayor requires staff to attend training, or meetings. Changes in hours will be with approval of the mayor.

2. Holidays

- a. The WBMC will be closed on the following Holidays
- b. New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans, Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve.
- c. When a holiday falls on a Saturday or Sunday the following business day shall be considered the holiday.

3. Inclement Weather

- a. Inclement weather closures will be handled on a case-by-case basis and a reach alert will be sent out notifying closure or delay.

III.
Participation

1. WBMC does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, residency or military status, in any of its activities or programs.
2. Visitors are to sign in and may participate freely in all activities.
3. Volunteers are welcome at any time. Volunteers for the children must complete a background check.
4. A member of staff is to be always present. Volunteers are not to be left unattended.

IV Programs

1. Programs for WBMC can be added and removed based on participation or need. A member of staff is to be present at all times.
 - A. After-School Program/ Summer Lunch Program
 - i. Age for participation without a supervising family member is 5 and up.
 - ii. Children must sign in daily
 - iii. WBMC is an open site, and all are welcome to participate.
 - iv. Enrollment forms are completed for each child and renewed January of each year.
 - v. Children participating in summer lunch as a visitor are not required to complete enrollment forms. This is an FDA rule. The WBMC is an open site and we cannot require obligations for participation. Visitors can sign in if they choose to.
 - B. Senior Potluck
 - i. Scheduled on a monthly basis and will solely depend on group participation
 - C. Adult Exercise programs
 - i. All ages are welcome
 - ii. Participants must sign in
 - iii. Participants must sign a liability waiver
 - D. Internet Café:
 - i. All ages are welcome
 - ii. Assistance is available on a scheduled basis so that it does not interfere with other programs
 - iii. Internet users must follow rules posted or privileges will be suspended
2. Educational Speakers will be advertised in advance to insure participation
 - a. Age appropriate will be encouraged but not limited

- b. Speakers will be recommended through West Buechel Multipurpose Center Committee.
- 3. Funding events will follow KRS guidelines and Ethics policies
 - a. West Buechel Multipurpose Center Committee will make recommendations for events and ensure guidelines are followed

V

Building and Equipment

- 1. Equipment is to remain in building
 - a. No equipment table, chair, electronic or any item purchased or donated for the sole purpose of use for Multipurpose Center will be removed from building
 - b. All items needing to be disposed of will follow Krs retention guidelines.
- 2. Internet Use is provided while on premises of property
 - a. internet is not provided for any residential property
 - b. password will not be given out