

**Allen R Baca Center
for Senior and
Community Activities**

***Handbook for
Baca Center
Members***



512-218-5499

Revised August 2015

Welcome to the Allen R Baca Center

MEMBERSHIP

The Baca Center would like to thank you for supporting the center with the purchase of your membership. Our center is open to all adults age 50+ who can benefit independently from its programs. Persons ages 21-49 may join the fitness room only. All non-members over 50 are asked to pay a walk-in fee of \$1/day or \$3/day with the fitness room.

Membership cards are given to all members. Members must have their membership cards in their possession while participating in programs/events at the center and must scan in upon arrival at the center.

Bi-monthly newsletters are available for members to pick up at the front desk or online at www.bacacenter.com.

All patrons must be able to get around the facility on their own and be responsible for their own personal care and hygiene. The center does not provide day care, individual assistance, or supervision of patrons. Caregivers are welcome to accompany a member in the center.

YOUNG CHILDREN

Although they are welcome if invited or approved by staff, we prefer that you do not bring young children to the center. Youngsters who do come must be strictly supervised by a responsible adult and must abide by the rules of behavior.

Round Rock Parks and Recreation Mission Statement:
People dedicated and empowered to create a positive and memorable experience in people's lives.

Vision Statement:

An active, vibrant and beautiful city with a diversified and quality parks and recreation system that produces economic, health and social benefits for the entire community.

ALLEN R BACA CENTER FOR SENIOR AND COMMUNITY ACTIVITIES

301 W Bagdad, Bldg. 2
Round Rock, TX 78664
512-218-5499
www.bacacenter.com

Business Hours:

Monday-Thursday, 8 am-6:00 pm
Friday, 8 am-4 pm

Fitness Room Hours:

Monday & Wednesday, 8 am-7:15 pm
Tuesday & Thursday—8 am-8:45 pm
Friday—8 am-3:45 pm
Saturday & Sunday—9 am-11:45 am

EDUCATIONAL PROGRAMS

The center offers a variety of special interest educational programs for members. A few examples:

- AARP Driver Safety Course
- Ceramics/Pottery
- Computer Classes and Assistance
- Workshops on various topics
- Painting/Watercolor
- Spanish
- Writing Club

FITNESS PROGRAMS

The center provides many programs to help keep members fit and healthy. A few examples:

- | | |
|----------------------------|----------------------|
| Hoop Fitness | Personal Training |
| Belly & Hula Dancing | Pickleball |
| Chair Yoga for Seniors | Cardio Combo |
| Line & Tap Dancing Lessons | Sittercize & Balance |
| Tai Chi | Zumba |

COMMUNITY ORGANIZATIONS

There are community groups that conduct meetings at the center and provide valuable information.

- AARP Local Chapter
- Area Agency on Aging Benefits Counseling
- AARP Tax Assistance

MISCELLANEOUS

The entire Baca facility is equipped with wireless internet.

Members are welcome to bring personal laptops.

All patrons utilizing the center are responsible for reporting any damage to equipment or the facility structure. Patrons are also responsible for reporting abusive or unlawful activity.

for Senior and Community Activities

FRONT DESK TELEPHONE

A telephone is available for local *outgoing* calls with a 2 minute time limit. The center is not able to receive calls for members, locate members or relay messages to members.

LOST & FOUND

The center takes no responsibility for lost/stolen items. Found items will be kept for 30 days then discarded or donated to a local charity.

PARKING GARAGE

Remember the speed limit in the parking garage is 5 mph and respect all signage. There is NO smoking in the garage and in your vehicle in the garage. Use the proper receptacles for trash.

WBCO

Each weekday WBCO (Williamson/Burnet County Opportunities) provides a nutritious meal for seniors. Seniors interested in dining with WBCO must sign-up prior to their first lunch. Reservations must be made by calling WBCO at 512-255-4970 prior to 9 am. A donation of \$3 is requested for those clients 60+ and for those under 60 or not a client, meals are \$7.

BULLETIN BOARDS

All bulletin boards and display areas are maintained by the center team. Only items approved by a Baca team member may be posted and fees may apply.

BEHAVIOR POLICIES

The following guidelines are intended to promote an environment that is safe and enjoyable for all members.

1. When you can, welcome new and potential members and show them around the facility.
2. You are responsible for your own property. Baca Center is not responsible for lost or stolen items.
3. Please observe any and all instruction given by a Baca team member.
4. Room temperature varies in each room. Wear suitable clothing if you are hot or cold natured.
5. Behave respectably: no foul language, no violent or abusive behavior or unauthorized behavior that willfully obstructs or disturbs others. NO smoking in the building or parking garage & a 5' distance from buildings.
6. All activities are open to all age qualifying persons regardless of race, color, sex, religion, national origin, disability or socio-economical level.

Non-compliance of these policies may result in loss of participation privileges. Patrons are responsible for reporting any abusive or unlawful activity while on the premises.

Please ask a Baca team member for a current copy of our behavior policy which includes our disciplinary actions.

TRANSPORTATION

Transportation to and from the center is an individual responsibility. Star Shuttle provides transportation to select individuals with advanced reservations. Reservations can be arranged by contacting Star Shuttle directly at 512-244-RIDE (7433).

BACA ADVISORY SITE COUNCIL

The Baca Advisory Site Council comprised of selected Baca members and appointed community representatives, serves as an advisory council providing advice and support to the Parks and Recreation staff concerning operations of the center and the senior population. It is the voice of the general membership providing a means for citizens to communicate their concerns. It is the role of each Council Member to promote the Baca Center in a positive way and to encourage cooperation and interaction with other organizations and with all individuals in the community.

GROUPS/CLUBS

The center offers a wide variety of groups and clubs that members can join. Here are a few examples:

- Art Club
- Book Discussion
- Bunco evenings and daytime
- Crafty Critters
- Daffodil Dolls
- Garden & Hiking Clubs
- Klub Karaoke & Spanish Karaoke
- Mah Jong & Game Clubs
- Performance Group
- Pool Billiards
- Gospel Sing-A-Long & Friday Sing-A-Long
- Tejano & Latin Dance Times
- Theater Group
- Woodcarvers Club

Grand Meeting Room

The largest meeting space in the facility, the Grand Room is the site for large organizational meetings, club meetings, special events and private rentals. Loaded with tables and chairs, it also features acoustic tiles, drop down projector screen and access to a fully equipped kitchen.

Library

Loaded with books on a wide variety of subjects, the Library offers a quiet place to relax or peruse a book. Books are available to members to take out and return whenever they are finished with them. The library operates on an honor system.

Lobby

The lobby serves as a meeting place for individuals and groups as well as a central location where members can leisurely read the local newspaper. It is also an area for information pertaining to seniors with newspapers, magazines, flyers and advertising brochures. The Art Club displays paintings which may be available for purchase.

Meeting Rooms

Mirror images of one another in size and configuration, Baca's two meeting rooms host a variety of programs from open play cards and games to meetings and specialized programs. These rooms are available for evening and weekend rentals.

Music/TV Room

This room is home to our guitar practice and tap dance lessons and other musical programs. It has a removable hardwood dance floor. The room also houses a television equipped with cable.

PROGRAM REGISTRATION

Programs that do not require a fee do not need prior registration unless noted. Fee based programs must be paid for in advance either at the front desk by cash, check, Visa or Mastercard or online at roundrockrecreation.com.

TRIPS

The center offers a variety of day trips throughout Central Texas and the surrounding areas. Travelers must register and pay for trips at the time of registration. All trips have a minimum registration required and will be cancelled if not met. Refunds are determined by the Baca team and granted only when a trip is cancelled or altered by the center or a replacement is made with a minimum of 24 hour notice prior to departure time.

Trip sign-up is limited to oneself plus one and all fees apply. Participants needing pre-boarding or priority seating must present a Dr.'s notice that is up-to-date. Participants are responsible for their own mobility and care while participating in the travel program. Caregivers are welcome for those individuals requiring assistance however all fees apply.

Trip and travel times are subject to change and are often dictated by traffic conditions and some situations beyond our control. Participants will be notified in advance of any last minute time or schedule changes. Restroom breaks will be made for every 1½-2 hrs. of travel time.

Participants are welcome to make suggestions for day trips within a three hour radius. We also encourage participants to comment on past trips or report any issues associated with a trip. The Baca team strives to provide a variety of trips to accommodate all interests and physical abilities.

FACILITY USAGE/ROOMS

The Baca Center programs take precedence over other non-senior programs, however programs may be moved within the center at the discretion of the team. Those wishing to start a new program or to use a room must have pre-approval by team. The center is available for rental during regular business hours, evenings and weekends. Non-commercial, for-profit groups may not reserve rooms.

Utilizing tobacco products of any kind is not permitted inside the building or parking garage. Smoking is permitted a distance of 5' from buildings. Alcohol and prescription drugs are permitted on a case by case or as needed basis. Food and drinks are permitted in meeting rooms in non-glass containers. All spills need to be cleaned up immediately, either by the user or by a Baca team member, if necessary.

All patrons utilizing the facility are responsible for reporting any damage to equipment or the facility. Members are welcome to bring personal laptops and use our Wifi.

Aerobics Room

This room has a hardwood floor, fans, mirrors, weights, aerobic steppers, exercise balls and a sound system. Soft soled shoes are required, no hard soled shoes are permitted. The room is utilized by Baca's fitness and dance classes/programs.

Billiards Room

Outfitted with 3 billiards tables, billiards supplies and a television, this room is often utilized for open play, lessons and tournaments. Food, drink or sitting on the pool tables is prohibited as is any betting. Participants are responsible for any damage incurred to equipment while in use.

Arts & Crafts Room

With a windowed wall, the brightly lit Arts & Crafts room is ideal for all sorts of creative activities. The room is equipped with tables, chairs, a sink, cabinets, storage and a fully equipped pottery area. The room, except for the pottery area, is available for private evening and weekend rentals.

Conference Room

Complete with a large boardroom style table, this room is excellent for business style meetings and round table discussions or programs.

Dining Room

This room is utilized daily by WBCO senior lunch program. WBCO has a commercial kitchen off the dining room for meal preparation. This is also a Meals on Wheels service location. The room is available for programs and rentals.

Fitness Room

Offering premium equipment in a user friendly, welcoming environment, the Fitness Room is equipped with treadmills, ellipticals, stationary bikes, free weights and benches all facing 2 large flat screened televisions. A fitness room membership is required for entry. Keys are available near the front desk and should ONLY be held while using the fitness room. Participants are responsible for proper storage of equipment used as well as hygienic measures after use of equipment. Personal trainers are available to members for an additional cost. Fitness room orientations are offered on the 1st & 3rd Wednesdays of each month at 11:00 am.