

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

Hours of Operation:

Monday-Thursday, 8 am-6:30 pm

Friday, 8 am-4 pm

Sunday, 8 am-12:00 pm*

Activities & fitness room
end 15 minutes before closing.

ALWAYS check the current
newsletter for accurate programs/trips.

*ONLY weight room is available for members.

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

**Handbook for
Baca Center
Members**



512-218-5499

Published August 2010

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. 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 with their name, validation date and expiration date. Members who have purchased a membership with the fitness room will have a yellow dot on the front of their card. Members must have their membership cards in their possession while participating in programs/events at the center.

Bi-monthly newsletters are available for members to pick up at the front desk or online at www.bacacenter.com. For an additional fee, members may have the newsletter mailed to their home.

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.

SAMPLE OF WEEKLY ONGOING ACTIVITIES

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
9:00 am Jazzercise*	9:00-10:00 am Cardio Combo	9:00 am Jazzercise*	9:00-10:00 am Cardio Combo	9:00-10:00 am Intro to Tai Chi Jazzercise*
9:30-11:30 am Pool Sharkettes	9:00-11:00am Wood Carvers	10:00-11:30 am Chicken Foot	10:30-11:00 am Sittercize	10:00-11:00 pm Tai Chi
10:15-11:10 am Beg. Line Dancing	10:00am-2:00 pm Craft Corner	10:30-11:00 am Sittercize	12:30-1:30 pm Spanish for Fun	10:00-11:30am Bingo
10:30-11:00 am Sittercize	10:30-11:00 am Sittercize	11:00 am-1:00 pm Line Dance Practice	12:45-4:00 pm Canasta Club	1:00-2:30 pm Sing Along
11:15 am-12:10 pm Int. Line Dancing	11:00 am-1:00 pm Line Dance Practice	12:30-3:30 pm Dominoes "42"	1:00-2:30 pm Tap Dancing	*NOT a BACA program—fees required to participate.
12:15-1:10 pm Adv. Line Dancing	12:30-4:00 pm Pinochle Texas Canasta	1:00-3:00 pm Painting Day <i>Does not meet 3rd Wed. of the month</i>	1:00-2:00 pm Computer Help	
12:30-3:30 pm Dominoes "42"	1:00-2:00 pm Computer Help	5:15 & 6:15 pm Jazzercise*	1:00-3:00 pm Tejano Time	
12:45-5:00 pm Duplicate Bridge Canasta	6:15 pm Jazzercise*		1:00-4:00 pm Bridge for Fun	
5:15 & 6:15 pm Jazzercise*	7:00-9:00 pm Evening Bridge		6:15 pm Jazzercise*	

SAMPLE OF MONTHLY ONGOING ACTIVITIES

<u>Activity</u>	<u>Dates</u>	<u>Times</u>
Art Club	1st & 3rd Friday	1:00-3:00pm
AARP - general meeting	2nd Wednesday	1:00-2:00pm
AARP - board meeting	3rd Wednesday	1:00-3:00pm
Benefits Counseling	1st Wednesday	9:00-11:00am
Bingo - Evenings	2nd & 4th Tuesday	6:00-8:00pm
Book Discussion	2nd Tuesday	1:00-2:00pm
Bunco	1st & 3rd Tuesday	6:30-8:30pm
Cuisine Critics	3rd Wednesday	11:00am-1:00pm
Daffodil Dolls	1st Wednesday	10:30-11:30am
Discussion Group	4th Wednesday	9:00-10:00am
Garden Club	1st Monday	9:30-10:30am
Pub Club	3rd Friday	5:00-11:00pm
Site Council	1st Thursday	9:30-10:30am

EDUCATIONAL PROGRAMS

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

- AARP Driver Safety Course
- Computer Classes and Assistance
- Financial Basics
- Guitar Lessons
- Spanish

FITNESS PROGRAMS

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

- Group Workouts & Personal Training
 - Line Dancing Lessons
 - Senior Cardio Combo
 - Sittercize
 - Zumba Gold
 - Tap Dancing
- Jazzercise (separate program—additional fees apply)

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 for Seniors

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 \$2 is requested for those 60+ and for those under 60, meals are \$6.

BULLETIN BOARDS

All bulletin boards and display areas are maintained by the center staff. Only items approved by staff 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 staff.
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, no display 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.

TRANSPORTATION

Transportation to and from the center is an individual responsibility. Capital Area Rural Transportation Service (CARTS) provides transportation to select individuals with advanced reservations. Reservations can be arranged by contacting CARTS directly at 512-478-7433.

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.

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 Discussions
- Craft Corner
- Cuisine Critics
- Daffodil Dolls
- Garden Club
- Over The Hill Hiking Club
- Painting Club
- Pool Billiards Sharks and Sharkettes
- Pub Club
- Sing-A-Long
- Tejano Dance Time
- 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/TV Room

Loaded with books on a wide variety of subjects, the Library offers a quiet place to relax, peruse a book or watch TV. Books are available to members to take out and return whenever they are finished with them. The library operates on an honor system. The library also houses a television equipped with cable and a Wii system available for check-out at the reception desk. Library is not available for private rental.

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 are 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 Room

This room is home to our guitar practice and tap dance lessons and other musical programs. It has a removable hardwood dance floor.

TRIPS

The center offers a variety of day trips throughout Central Texas and the surrounding areas as well as occasional overnight trips. 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 staff 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 including non-member 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 or overnight trips. We also encourage participants to comment on past trips or report any issues associated with a trip. The Baca staff strives to provide a variety of trips to accommodate all interests and physical abilities.

FACILITY USAGE/ROOMS

The Baca Center senior programs take precedence over other non-senior programs, however programs may be moved within the center at the discretion of the staff. Those wishing to start a new program or to use a room must have pre-approval by staff. 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 staff, if necessary.

All patrons utilizing the facility are responsible for reporting any damage to equipment or the facility. The entire facility is equipped with wireless internet. Members are welcome to bring personal laptops.

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.

Computer Lab

The lab has 10 Dell high speed computers that are available to members during regular business hours. The lab is also used to conduct lessons and assistance for members.

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, evening and weekend 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 at the front desk. 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.