

Proposed Senior Center Facility Needs

ROOM TYPE		PROPOSED PURPOSE/ACTIVITY	CAPACITY
DINING	Dining Area (Dividable/Multi-purpose)	<p>Dining / Events / Community Use</p> <ul style="list-style-type: none"> • Congregate Dining (20-50+) 4-5 days/week; • Home-delivered/Meals on Wheels (!) • Breakfast/Lunch presentations • Special Events / Holiday parties (Dinners – fundraising/potluck) • Entertainment (lunches/social), Games (trivia/bingo) • Morning/Afternoon (evening) Presentations, Workshops, Classes, Film Showings, Exercise • Other: Dinner meetings, Memorials, Receptions; Ceremonies, Municipal Trainings/Forums, etc. 	<p>Full: 120-160 cap. Half: 50-75 cap.</p> <p>Diff. capacity audience, dining tables, classroom-style, socializing</p> <p><u>Example sq ft:</u></p> <p>Holyoke: 3,800sf (16,000) Mrshfield: 2,400sf (12,500)</p>
	Multi-purpose Room (Dividable) [non-Dining hours]	<p>Other Use Opportunities</p> <ul style="list-style-type: none"> • Larger meetings (versatile seating options); • Films – A/V; Entertainment; • Classes in Art, Music, History, Geology; • Craft/Health/Housing/Job/Benefit Fairs; • Dance – Ballroom, Line Dancing, Zumba, Tap • Garden/Art Shows 	<p>Newburyport: 150 capacity (16,000)</p>

ROOM TYPE		PROPOSED PURPOSE/ACTIVITY	CAPACITY
	<p>Commercial Kitchen</p> <p>+Office for kitchen staff/2-3;</p> <p>+Walk-in frig/freezer, pantry</p>	<p><u>Lunch/Food Program</u> ... <i>centralized</i>, connecting senior center staff & volunteers with physically limited and remote seniors one benefit; extends beyond just ‘nutrition’ but is first objective. Often begins with one activity – gradually make friends and see other opportunities, engage further</p>	<p>500-1,500 (space for chef/food prep; volunteers for events)</p>
ENTRANCE AREA	<p>Greeting – Reception / Front Desk</p>	<p>Welcoming! Combined—<u>Open</u> Front Desk—immediately greeted , directed to other areas; Information - “<i>Arrival is a progression.</i>”</p> <p><u>Dining area close by</u> – not a long walk or inconvenient (especially if considering community use ... easy access to other areas/stairs/elevator, dining/event space especially for community-based, rental events</p> <p>Additional <u>area/space for saleable items</u>, i.e. handmade (art, knitted) or garden produce, plants, etc. ALSO <u>exhibit area</u> for senior/local art exhibiting</p>	
	<p>Reception Area/Lobby;</p> <p>Open Café/seating,</p> <p>Small Library, furnishings/Living Rm</p> <p>Casual meeting area (round table)</p>	<p>Video Display information/cable broadcasts, (TV) viewing opportunities—a ‘hub’ for visitors;</p> <p>Lobby area open to, near Café/seating area; versatile lunch options via Café for less traditional preferences;</p> <p>Casual seating/reading; wireless use; book borrowing</p> <p>Small group visits/conversation (exercise groups socializing), impromptu meetings.</p>	<p><i>Avoiding bottleneck; enough room to talk with someone before having to move quickly; Lobby-like with seating for waiting patrons</i></p>

ROOM TYPE		PROPOSED PURPOSE/ACTIVITY	CAPACITY
STAFF / OFFICES	Administrative Services/Staff Offices	<ul style="list-style-type: none"> • Director (private office) • Administrative Assistant—reception/greeting • Transportation Coordinator / convenient proximity • Activities Coordinator; Volunteer Coordinator • Additional volunteer/tax work-off desk area <p>Could combine Admin, Activities, Volunteer – 3-4 desks)</p> <p>Outreach Offices—2 (private) – <i>see below</i></p>	<p>Considering growth, changes in staffing:</p> <p>1-2 Private</p> <p>3-5 staff areas/divided office</p>
	<p>OUTREACH / Social Services Staff (2-3 offices/areas with doors):</p> <p>Outreach Coordinator (<u>private</u> office) – benefit/financial assistance</p> <p>SHINE Counselor; Professional / LEGAL counseling, TAX Assistance (volunteer-use private space)</p> <p>Social Worker (private/Part-time or Full – growing need; split COA/Health)</p>	<p>PRIVATE meetings</p> <p>Small conferences (families)</p> <p>Private meetings</p> <p>(Support Group(s) – all other room resources available to be used by Outreach staff, programs; not separate)</p>	
	Nurse/Health (could be part of Outreach or separate)	<p>Foot care, B12-Flu shots, BP, Hearing screenings, etc.</p> <p>Possible chair massage, reiki, acupuncture opportunities</p>	

ROOM TYPE		PROPOSED PURPOSE/ACTIVITY	CAPACITY
	<p>Meeting/Classroom(s) – 3-4</p> <p>[Could be on 2nd floor: reduces lengths of <u>corridors</u>—<i>rec. only 30-50 feet</i>; smaller <u>footprint</u>; away from ‘hub’ of activity on 1st floor for <u>quieter</u> pursuits]</p>	<ul style="list-style-type: none"> • Board/committee/professional meetings; • Presentations, workshops, trainings; • Lifelong Learning education; • Evidence-based classes (MOB, ...Self-Mgmt) • Support group(s); Writing group(s) <p><i>Conference-style tables; white boards; electronic presentations, A/V</i></p>	<p>20-30 capacity; 1 bigger ... when multipurpose n/a; 1 smaller (12-20) = Possible use for cards, games (4-5 tables of 4...)</p>
ACTIVITY ROOMS	<p>Fitness Room(s): 2 (if supporting Social Day program as well)</p> <p>Fitness classes and activities is the area where we see people most often and at all ages – want to offer variety to appeal to and sustain their interest and needs. Area for storage of equipment, i.e. mats, hand weights, exercise/medicine balls with easy access important.</p>	<p>Active EXERCISE: Cardio/Strength training; Dance/Zumba classes; [Chair Volleyball]</p> <p>Passive EXERCISE: Yoga; Tai Chi / Qi Gong; Self-defense</p> <p>Meditation/Laughter yoga;</p> <p><i>Special flooring; mirrors; hand weights, props; mats, accessories; exercise equipment is debatable.</i></p>	<p>20-30 capacity or</p> <p>1 medium—15 (passive); 1 large (active)</p> <p>Could make use of multi-purpose room if/when appropriate</p>
	<p>Art/Craft Room (sink, storage)</p>	<p>Painting, art classes, photography; Crafts / Knitting; Indoor gardening [for sale, charities]; woodcarving</p>	<p>20+ capacity</p>
	<p>Game Room and/or Area</p>	<p>Cards, games—Bridge, Mah Jongg (sm meeting room); Pool table? Ping Pong (folding—could use Fitness, multipurpose); poker, chess, puzzles...</p>	<p>4-5 card tables ... [separate Bridge ‘groups’ ...]</p>

ROOM TYPE	PROPOSED PURPOSE/ACTIVITY	CAPACITY
<p>Computer Lab/Technology</p>	<ul style="list-style-type: none"> • Training (iPad/mobile, Computer); • Support (applications, e.g. Ancestry.com/Genealogy); • Public computer availability/use (remote RMV, Social Security, BenefitCheckup, internet/e-mail, etc. 	<p>Changing needs ... flexible (2-4 computers; other desk space)</p>
<p>Outdoor area(s)/space connected to interior space; easy access, viewing</p>	<p>Patio / Dining / Outdoor Events; Yard Area for Games (bocce, badminton, croquet), Fitness (e.g. Equipment?, Tai Chi); Possible Pickle-ball courts - ? [use of gym/modified tennis courts]; softball... [use of field] Community / Senior Garden; Meditative (Labyrinth; Memorial) Walking path/area; Connection to other areas (EDC)</p>	
<p>PARKING AREA & visibility ...</p>	<p>parking, bus/van space; recognizable sign – ‘branding’ = drive-by factor for publicizing events and activities</p>	<p>75-100 spaces</p>
<p>Social Day/Respite Program</p>	<p>For early-stage Alzheimer’s/Dementia clients (10+) Active ‘classroom’-based (dedicated); Use of (or dedicated) Fitness room, event space; Participation in senior center events, entertainment Daily congregate lunch; field trips / use of van, driver</p>	

ROOM TYPE	PROPOSED PURPOSE/ACTIVITY	CAPACITY
Veterans Services (proposed)	Separate/Private office space (shared with assistant; use of building meeting/event space)	
OTHER POSSIBLE Offices	Health Department? F.A.C.T.S. Peer Recovery?	
Proposed uses during non-Senior Center hours	Town Department/Committee Meetings (day and evening) Evening/Weekend event use: <ul style="list-style-type: none"> • Rentals, community • Senior Center evening/weekend events; • Municipal meetings/trainings, committee meetings, • School banquets, memorial services, receptions, community presentations, flu shots, political forums 	