

# Senior Services General Registration Form

Effective For The Membership Period of January 1, 2025-December 31, 2026

All Fields Are Required. Don't forget to initial the waivers.

**Member Information:** \_\_\_\_\_ New Member \_\_\_\_\_ Renewal of Membership

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
First Last

Gender: \_\_\_\_\_ Street Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Home Phone # (if applicable): \_\_\_\_\_ Which # is preferred: \_\_\_\_\_ Cell \_\_\_\_\_ Home

Any Special Conditions You Think We Should Know About: \_\_\_\_\_

**Emergency Contact:** Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

Cell Phone #: (\_\_\_\_\_) \_\_\_\_\_ Home Phone #: (\_\_\_\_\_) \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

**Cancellation/Refund Policy:** I understand and agree that I must give 2 FULL business days' notice to be entitled to a refund for a program, activity, bus trip, etc. Refunds will be given ONLY as a credit on your senior center account which can be used towards future program/trip registrations. Program registrations and bus trips are not transferable to another member. From time to time, the Senior Services Division may run special trips or programs that have a large upfront cost to the Senior Services Division. These programs will be advertised as non-refundable and non-transferable and treated as such. Refunds will not be given for circumstances beyond the control of the Senior Services Division (e.g. weather, equipment failure, etc.). Whenever possible, cancelled class(es) will be rescheduled. It is your responsibility to cancel any program or bus trip if you are unable to attend. You can call the office, cancel on schedulesplus (72+ hours in advance), or stop by the front desk to cancel. Failure to cancel before the start of an advertised program will result in a \$15 surcharge for each and every program or trip missed. Three no shows/no cancel in a 6 month period will result in a 60 day suspension from programs/trips. You MUST check-in using your membership scancard to have your attendance logged. Failure to check-in for a program will be treated as a no show/no cancel. This pertains to ALL programs/services offered even if they are FREE to attend. If you move, cancel your membership, or don't renew for any reason, the balance left on your account can be transferred to another active member OR will be donated to the Senior Center. 3 same day cancellations in a 90 day period will result in a \$5 surcharge for each same day cancellation going forward. Almost ALL programs are subsidized with taxpayer dollars. The advertised cost is NOT the actual cost of the program.

**Membership Rules & Code of Conduct:** I have been issued the Senior Services Division Membership Rules and Code of Conduct as well as the Senior Bus Trip Policies and Procedures. These rules may be updated as necessary during my membership period and I understand that complying with these rules is a condition of my membership. Payment is required at time of registration.

**Medical Release/Indemnity Waiver:** In order to participate in Recreation and Community Services ("R&C") Programs, I understand and agree that programs can be physically demanding, but I have the physical ability needed to participate. In the event photos or video are taken, I hereby give permission for R&C to use said photos or video in promotional literature including but not limited to, brochures, flyers, social media, etc. In the event of an emergency and the emergency contact person cannot be reached, I hereby give permission to be transported to the Middlesex Hospital or any nearby medical facility. It is hereby understood and agreed that I shall assume full financial responsibility for all costs associated with medical treatment. To the fullest extent permitted by law, I agree to release, discharge and indemnify and hold harmless the City of Middletown and its employees from and against any claims, injuries or damages caused by or resulting from my voluntary participation in any program offered by the Middletown Recreation and Community Services Department. A photo static copy of this waiver with my signature shall be considered as valid as the original. **Rules and Waiver Related To Bus Trips:** In the event that I participate in a City sponsored bus trip, I agree to comply with all applicable bus trip rules and policies. In consideration of my participation in any such bus trip, to the fullest extent permitted by law, I do hereby for myself, my heirs, and assigns, waive, release, and forever discharge the City of Middletown, its employees, and agents, from and against any and all actions, damages, claims, and demands whatsoever in law or in equity, which may arise by reason of injury or death, or loss of or damage to property arising out of or connected with my participation in any City sponsored bus trip. **I HAVE READ THE RELEASES AND WAIVERS SET FORTH HEREIN AND UNDERSTAND THAT BY SIGNING THIS AGREEMENT, I AM GIVING UP SUBSTANTIAL LEGAL RIGHTS. I HAVE NOT BEEN INDUCED TO SIGN THIS AGREEMENT BY ANY PROMISE OR REPRESENTATION, AND I SIGN IT VOLUNTARILY AND OF MY OWN FREE WILL.** Initial: \_\_\_\_\_

**Voluntary Demographic Information:** Race or Ethnic Group \_\_\_ White/Caucasian \_\_\_ Black/African American \_\_\_ Asian \_\_\_ Hispanic/Latino \_\_\_ American Native or Alaskan Native \_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_ Two or More Races

Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Senior Services Division, 61 Durant Terrace, Middletown, CT (860) 638-4540 [seniorservices@middletownct.gov](mailto:seniorservices@middletownct.gov)

A Division of the Recreation & Community Services Department of the City of Middletown



**City of Middletown**  
**Recreation and Community Services Department**  
**Senior Services Division**

**Membership Rules and Code of Conduct 2025-2026 (updated 12/4/24)**

Middletown residents age 60 or older and their spouses (any age) are eligible for senior center membership to participate in Senior Services' sponsored activities, trips, and programs. Non-residents age 60 or older are eligible for a non-resident membership. The Manager of Senior Services reserves the right to assess participants for appropriateness in their behavior and health for participation in programs, activities, and trips. Based on assessment, some participants may need a caregiver present in order to participate. Caregivers must register and pay for a seat in the program at the same time you register. Decisions related to participation are final. As a member, you can personally help the Senior & Community Center maintain a warm, positive, and safe environment by following the rules and code of conduct.

There is no smoking allowed in the Senior and Community Center. Alcohol, drugs, firearms, knives or weapons of any sort are strictly prohibited. At the discretion of the staff, anyone acting in a disruptive nature may be asked to vacate the Senior & Community Center, and based on the severity and nature of the problem may not be allowed to return. For the efficient operation of the Senior & Community Center, no one shall adjust the thermostat controls, open/close partition dividers or windows, touch things that don't belong to them, or utilize supplies in cabinets or the refrigerator without prior staff approval. Transportation to and from the Senior Center or the Pat Kidney Field parking lot is the responsibility of the participant.

Participants must be able to ambulate independently or with the assistance of a cane, walker, wheelchair, or motorized scooter. They must be able to self-medicate, eat and toilet without staff assistance. All Participants must have an active registration form on file with up to date emergency contact information. The Senior & Community Center is not a day care facility. Senior Services staff cannot be responsible for participants wandering. Any member who has dementia, Alzheimer's, or a known memory issue will need a caregiver present in order to participate. Members must scan their membership card every time they enter the facility. Check-in computers are located in the lobby of the Senior & Community Center. Failure to check-in for your registered activity will be treated as a no show/no cancel and a surcharge will be applied to your account. Please be courteous to your fellow members and let us know in advance when you can't attend a program/trip.

We do not allow refunds after a program starts or for circumstances beyond the control of the Department (weather, equipment failure, illness, etc.). Refunds and deadlines are different for programs depending on the start date. 2 FULL business days' notice is required for most cancellations. Refunds (if allowed) are ONLY issued in the form of a credit on your senior center account. The Senior Services Division reserves the right to cancel any program, activity or trip for any reason and without notice. Minimum participation levels need to be met in order to run a program. Almost all programs require pre-registration unless advertised otherwise. No same day registration UNLESS off a waitlist.

Programs are funded and/or subsidized using Middletown taxpayer dollars. Preference is always given to Middletown residents. Non-resident members are welcome to participate when space allows. Program registration dates are listed in each monthly newsletter which can be found on our website, in the center, and in a newspaper box in the front driveway of the Senior & Community Center. Payment is due at the time of registration for a program, activity, bus trip, etc. If you have money on your account, registrations are accepted by phone, in-person, or by using the schedulesplus online portal. If you do NOT have money on your account, registration can only be done in person. If you submit a registration using our online portal and do NOT have money on your account, your registration will be cancelled. Waitlists are kept when appropriate for an activity or trip. As we receive cancellations, we will contact people on the waitlist in the order in which they registered. If it is a last minute cancellation, we will skip over your name if we cannot reach you immediately. Otherwise, if the program is 1-6 business days away, we will wait 1 hour for a call back. If it's 7+ business days away, we will wait 2 hours. For less than a full business day, we will wait 5 minutes. Please remove yourself from a waitlist if you are no longer available OR are no longer interested. There is no need to ask where you are on a waitlist.

**Code of Conduct**

Members have the right to expect their peers to act respectfully towards them and they have the responsibility to act respectfully towards their peers. Members must conduct themselves appropriately, treat each other with courtesy and respect, and cooperate at all times in order to create a positive environment and sense of community within the facility.

In order to ensure the safety of all participants and to provide the most rewarding and enjoyable experience, we must insist on strict adherence to these rules:

**Participants are expected to:**

- respect staff, other participants, and the Senior & Community Center facility and equipment;
- practice fair play, honesty, and good sportsmanship;
- follow instructions and rules given by staff members/instructors;
- cooperate in a large group setting;
- toilet without staff assistance;



**City of Middletown**  
**Recreation and Community Services Department**  
**Senior Services Division**

- ambulate without staff assistance;
- and maintain personal cleanliness and good hygiene.

**The following are examples of behavior/conduct that won't be tolerated:**

- Intentionally causing or attempting to cause physical injury to another person
- Abusive language and inappropriate gestures
- Possession, using or being under the influence of alcohol or illegal drugs
- Sexual Harassment directed at staff or another participant (verbal, written, or physical in nature) or any sexual contact between members
- Repeated and intentional disregard for the membership rules and code of conduct
- Carrying a dangerous object, firearm, knife, or anything that would or could be used to cause another to feel threatened in any way
- Making disparaging remarks to another regarding religion, national origin, sex, gender, orientation, or race
- Making unauthorized physical contact with another participant or staff member
- Misuse of the facility or equipment; vandalism or littering
- Inappropriate behavior
- Lack of personal cleanliness or good hygiene
- Injuring another participant, staff member, or person through an inappropriate action
- Throwing things in anger
- Spitting on others, equipment or property
- Stealing or misuse of property
- Any other behavior that is disruptive to programs or compromises the safety of others

Individuals who create serious disruptions or act inappropriately may be asked to leave a program or activity by a staff member. The City of Middletown reserves the right to decide whether to accept, reject, suspend or retain any member or guest who violates the rules and code of conduct or poses a threat to the health, enjoyment or safety of themselves or others.

If a participant feels that the behavior of another participant is harmful or threatening to themselves or others, or makes them feel uncomfortable, they should bring this to the attention of a staff member.

**Bus Trips Policies and Procedures:**

- Bus trip registration dates are listed in each monthly newsletter.
- Trips depart from Pat Kidney Field parking lot on Farm Hill Rd UNLESS otherwise advertised.
- All members must abide by the Membership Rules and Code of Conduct even when on an off-site trip. It is your responsibility to be at the designated departure/pickup location 10 minutes early so we stay on schedule. All participants MUST wear their lanyard with emergency contact information for the duration of the trip. The seat you ride in on the first leg of the trip is the seat you will have for the remainder of the trip. The Senior Services staff reserves the right to assign seats. Seat belts should be worn at all times.
- Our bus is ADA compliant. All participants must be able to ambulate independently or with the assistance of a cane, walker, wheelchair, or motorized scooter. You MUST alert the staff at time of registration if you will be utilizing one of these mobility devices. We must account for the space on the bus. The usage of a wheelchair or motorized scooter requires that we remove seats in advance from the bus. We are happy to have you participate, but don't want to oversell the bus.
- If a caregiver is needed in order for you to participate, they must have a waiver on file and register and pay at the same time you do.
- From time to time, the Senior Services Division may run special trips to plays, shows, musical performances, fairs, etc. These trips have large upfront costs. Because these trips are prepaid, all tickets are non-refundable and non-transferable. Trips in this category will always be advertised as such.
- Participants who miss the bus home are responsible for securing alternate transportation home at their own expense. Failure to be at the bus trip location at the advertised time will result in a 90 day suspension from bus trips. A second offense will result in permanent suspension from future bus trips.
- Emergencies happen. In the event our driver is ill and a substitute driver cannot be found, the trip will be cancelled. This could happen last minute. Refunds will be issued by placing a credit on your account.
- Occasionally, the bus may be taken out of service for repairs or maintenance. Whenever possible, notice will be provided to affected participants. When our main bus is taken out of service, we will utilize our backup bus. This bus has fewer seats. Cancellations will be made in inverse order of registration/enrollment date.
- The minimum number of participants needed to run a trip is 6. In the event there are less than 6 participants registered for a trip, that trip will be cancelled and refunds will be issued by placing a credit on your account.

**61 Durant Ter. • Middletown, CT 06457 • (860) 638-4540 • <https://middletownct.gov/seniors>**

** [facebook.com/middletownseniors](https://facebook.com/middletownseniors) <https://schedulesplus.com/middletown>**

# Welcome to the Middletown Senior Center!



As a new member, we wanted to give you some information on how the center runs, and some tips and tricks to make your experience the best it could be.

- Our office business hours are Mondays from 8:30-3, and Tuesdays-Fridays 8:30-4:30. We are closed on holidays.
- Our newsletters, the Prime Times, is a list of our programs that we create every month. It can be found in several places. We have physical copies here in the Senior Center lobby, in the blue box outside in our driveway, on the [City of Middletown- Senior Services](http://City of Middletown- Senior Services) website, and on [schedulesplus.com/Middletown](http://schedulesplus.com/Middletown). It is usually available online before we receive physical copies, so please check out those websites.
- Most of our programs require preregistration, unless otherwise noted. We open registration a month in advanced, for example, you register in January for February's programs. Registering for Middletown residents opens on the 2<sup>nd</sup> Wednesday of every month, at 8:30am. For non-residents, registration opens on the 27<sup>th</sup> online, or the next business day in-person or by phone, also at 8:30am.
- To pay for programs, we accept cash or check at the front desk. We are unable to process credit or debit cards. You are able to have a bank of money on your account, and as you register for programs, we will deduct from that bank.
- Our cancellation policy is as follows:
  - Any cancellations two business days ahead of time, and you will be refunded for the program.
  - Any cancellations less than 2 business days but before the program starts, you will not be refunded for the program.
  - Once the program starts, there are no cancellations permitted. There is a \$15 no show fee incurred if you no call and no show any programs.
- Before you attend any program, you must check in at the computers in the lobby. Your membership card is the key to confirming your attendance of programs. If you forget your card at home, you are able to use your phone number to check into the center. If you lose your card, you can ask the front desk for a new one.

If you have any questions about our policies, programs, or procedures, we can be reached by phone at 860-638-4540, by email at [seniorservices@middletownct.gov](mailto:seniorservices@middletownct.gov), or stop by the front desk during our business hours.



We follow Middletown Public Schools for inclement weather related closures. They publish their delays, closures, and early dismissals on their Facebook page, on their website, and send to all local news stations. You will NOT receive notice from us of inclement weather related closures. Please check one of the above sources for Middletown Public Schools.

**IF Middletown Public Schools has a delayed opening =**

**Senior Center OPENS to the public at 12pm, all programs starting before 12pm are cancelled**

(If there is a delay on Sign Up day, it is moved to next business day!)

**IF Middletown Public Schools is closed =**

**Senior Center CLOSED to the public, all programs are cancelled**

**IF Middletown Public Schools is closing early =**

**Senior Center CLOSED to the public at 12pm, all programs starting after 12pm are cancelled**

Lunch is served at the discretion of the lunch provider. The café coordinator comes in at 10am. We won't know until then.

# 2026 Middletown Senior Center Programs

## When Can I Sign-Up?

Programs/Trips Taking Place In The Month Of	Resident Members Can Sign-Up Beginning (2 <sup>nd</sup> Wednesday of the Month)	Non-Resident Members Can Sign-Up Beginning (27 <sup>th</sup> of the Month Online or Next Business Day in-person or by phone)
January 2026	December 10, 2025 at 8:30am	December 27, 2025 8:30am ONLINE or 29 <sup>th</sup> in-person or by phone
February 2026	January 14, 2026 at 8:30am	January 27, 2026 at 8:30am
March 2026	February 11, 2026 at 8:30am	February 27, 2026 at 8:30am
April 2026	March 11, 2026 at 8:30am	March 27, 2026 at 8:30am
May 2026	April 8, 2026 at 8:30am	April 27, 2026 at 8:30am
June 2026	May 13, 2026 at 8:30am	May 27, 2026 at 8:30am
July 2026	June 10, 2026 at 8:30am	June 27, 2026 at 8:30am ONLINE or 29 <sup>th</sup> in-person or by phone
August 2026	July 8, 2026 at 8:30am	July 27, 2026 at 8:30am
September 2026	August 12, 2026 at 8:30am	August 27, 2026 at 8:30am
October 2026	September 9, 2026 at 8:30am	September 27, 2026 at 8:30am ONLINE or 28 <sup>th</sup> in-person or by phone
November 2026	October 14, 2026 at 8:30am	October 27, 2026 at 8:30am
December 2026	November 12, 2026 at 8:30am	November 27, 2026 at 8:30am ONLINE or 30 <sup>th</sup> in-person or by phone

**\*Sign-Up is on Thursday, November 12<sup>th</sup> because the 2<sup>nd</sup> Wednesday is Veteran's Day – Building Closed\***

Sign-ups open simultaneously online, in-person, and by phone for Resident Members. You MUST have funds available on your account equal to or exceeding your total registration in order to use the online portal or call in your registration.

Online Portal to Check Your Balance OR Register for Programs: <https://schedulesplus.com/middletown>

**Note:** In the event that there is inclement weather or an unexpected closure of the Senior Center, the next business day will be the sign-up day. 2027 Sign-Up procedures will be evaluated at the end of 2026.

Middletown Senior Services, 61 Durant Terrace, Middletown, CT 06457 (860) 638-4540 <https://www.middletownct.gov/seniors>

## 2026 Senior Center Holiday or Special Event Closures

Date	Holiday/Event	Time
Thursday, January 1, 2026	New Year's Holiday	CLOSED - ALL DAY
Monday, January 19, 2026	Martin Luther King Jr. Day	CLOSED - ALL DAY
Tuesday, February 3, 2026	Professional Development/Building Maintenance	CLOSED - ALL DAY
Monday, February 16, 2026	President's Day	CLOSED - ALL DAY
Friday, April 3, 2026	Good Friday	CLOSED - ALL DAY
Monday, May 25, 2026	Memorial Day	CLOSED - ALL DAY
Friday, June 5, 2026	Professional Development/Building Maintenance	CLOSED - ALL DAY
Friday, June 19, 2026	Juneteenth	CLOSED - ALL DAY
Friday, July 3, 2026	July 4th - Independence Day	CLOSED - ALL DAY
Monday, September 7, 2026	Labor Day	CLOSED - ALL DAY
Friday, October 2, 2026	Professional Development/Building Maintenance	CLOSED - ALL DAY
Monday, October 12, 2026	Columbus Day	CLOSED - ALL DAY
Wednesday, November 11, 2026	Veteran's Day	CLOSED - ALL DAY
Thursday, November 26, 2026	Thanksgiving	CLOSED - ALL DAY
Friday, November 27, 2026	Day After Thanksgiving	CLOSED - ALL DAY
Thursday, December 24, 2026	Christmas Eve	NO PROGRAMS
Friday, December 25, 2026	Christmas	CLOSED - ALL DAY
Thursday, December 31, 2026	New Year's Eve	NO PROGRAMS

Regular Business Hours are Monday 8:30am-3pm and Tuesday-Friday 8:30am-4:30pm

Note: We close early on Mondays to hold our weekly staff meeting in preparation for the week's programs

**Middletown Senior Center, 61 Durant Terrace, Middletown, CT 06457 (860) 638-4540**