

**Memorandum of Understanding (MOU) Framework
Between Macedonia FACE and CitiParks (Ammons Recreation Center)**

Draft for Review

Purpose

This framework outlines the proposed partnership between Macedonia FACE and CitiParks for the relocation and operation of a senior center at Ammons Recreation Center. The goal is to provide high-quality programming, congregate meals, and supportive services for older adults while maximizing shared community resources.

Term of Use

- Macedonia FACE will utilize space at Ammons Recreation Center annually from September through April.
- Use of space during this period will be in-kind (no rental cost).
- CitiParks operates on a calendar fiscal year, while Macedonia FACE operates on a July-June fiscal year; coordination will be required for alignment of agreements and reporting.

Summer Programming (May-August)

- Due to CitiParks youth programming, Macedonia FACE will not operate its senior center at Ammons during the summer months.
- Macedonia FACE will secure an alternate location for May-August operations.
- CitiParks will provide:
 - Access to the swimming pool for senior consumers for open swim
 - Potential opportunities for structured aquatic programming, with instructors identified by Macedonia FACE

Space Utilization

Macedonia FACE will have access to the following spaces during agreed-upon hours:

- Gymnasium (during approved/scheduled times)
- Dance studio
- Fitness equipment/weight room (pending clarification on supervision and safety protocols)
- Kitchen and adjacent room (to function as the congregate meal dining area)
- Third-floor spaces, including:
 - Classroom areas
 - General common areas
 - Office space for staff use during program hours

Final scheduling and shared use agreements will be coordinated with CitiParks staff.

Program Operations

- Program hours: 8:00 AM – 2:00 PM
 - Staff on-site: approximately 6:30 AM – 3:30 PM
 - Space will be vacated daily to allow for transition to after-school and evening programming
- Equipment and Furnishings**

- Macedonia FACE will bring and utilize:
 - Existing tables and chairs (in addition to those available onsite)
 - Co-Pilot touchscreen check-in systems (anticipated placement on multiple floors)
 - Storage cabinets and additional storage solutions as needed
 - Barbecue grill for occasional programming/events
 - Macedonia FACE will operate a congregate meal program utilizing a contracted caterer
 - Required equipment to be installed:
 - Refrigerator and freezer (locked and designated for program use)
 - Steam table for meal service
 - Electrical Requirements:
 - The steam table requires a specific electrical upgrade
 - 200-amp electrical service needed for Steam table
 - Necessary upgrades to be completed prior to a target move-in date of September 2026
- Storage**
- Dedicated storage space will be required for:
 - Program equipment
 - Meal service supplies
 - Activity materials
 - Additional storage solutions may be added to supplement limited existing space
- Maintenance and Cleaning**
- Macedonia FACE responsibilities:
 - Daily cleaning of program areas (e.g., wiping surfaces, kitchen floor sweeping/mopping after meal service)
 - CitiParks responsibilities:
 - Ongoing facility maintenance and deep cleaning
 - A deep clean would be requested prior to relocation
 - All programs utilizing shared spaces, including the kitchen, will be held to a consistent cleaning standard to ensure the space is left in a sanitary and usable condition for subsequent users.
 - CitiParks will ensure that shared-use spaces, particularly the kitchen, are cleaned and maintained between program uses, including after-school or evening programming.
 - A baseline cleaning standard will be jointly defined and agreed upon by both parties.
 - CitiParks will ensure that any broken, non-functioning, or unsafe equipment is removed or repaired prior to Macedonia FACE's program use of the space.
 - Coordination:
 - Macedonia FACE Facilities Coordinator and Senior Center Supervisor will work with CitiParks staff to ensure consistent communication and issue resolution

Space Preparation/Pre-occupancy

- Macedonia FACE will have the opportunity to access designated program spaces prior to move-in to support preparation and customization of the environment.
- This includes the ability to paint and/or install a mural in the dining/lunchroom area, in coordination with CitiParks, to create a welcoming and participant-centered environment.
- Both parties acknowledge the importance of maintaining a clean, safe, and welcoming environment for older adult participants and will collaborate to ensure shared accountability across all programs utilizing the space.

Transportation and Access

- Macedonia FACE operates a shuttle service for participants
- Request for:
 - Designated parking/loading area in front of the building
 - Safe and accessible entry/exit for seniors

Safety and Supervision

- Additional clarification needed regarding:
 - Supervision and liability for use of fitness equipment
 - Shared space protocols during concurrent programming
 - Reciprocal Certificate of Insurance needs list

Regulatory Compliance and Program Validation (Allegheny County AAA)

- Macedonia FACE in partnership with CitiParks will ensure that all program operations at Ammons Recreation Center meet the requirements set forth by the Allegheny County Area Agency on Aging (AAA) for senior center programming.
- Both parties agree to collaborate in good faith to ensure all required documentation, inspections, and protocols are completed and maintained to support ongoing program approval and operation.
- This includes, but is not limited to:
 - Annual Fire Safety Inspection Certificate
 - Required for the facility and maintained in accordance with county standards
 - Health Department Inspection and Permitting
 - Conducted in coordination between Macedonia FACE and CitiParks
 - Ensuring compliance with all food safety and congregate meal service regulations
- Emergency Preparedness Plan
 - Development of a joint emergency preparedness plan between Macedonia FACE and CitiParks
 - Plan will outline roles, responsibilities, evacuation procedures, and communication protocols
 - To be reviewed and updated annually or as required

Community Engagement and Communication

- Both parties will collaborate on:

- Marketing and promotion of programs and services
- Outreach to the Hill District community
- Joint community engagement efforts will include:
 - Informational sessions with neighborhood residents
 - Participation from leadership of both organizations to communicate the partnership and transition

Next Steps / Items for Further Development

- Finalize space scheduling and capacity
- Confirm supervision requirements for fitness areas
- Timeline for electrical upgrades
- Identify designated storage areas
- Confirm parking and transportation logistics
- Align communication plan and community engagement strategy
- Incorporate CitiParks' formal MOU structure and legal language
- Develop timeline of next steps