

Use Of Facility Policies

1. Applications for use of the facility by Recovery Groups, Meetings, Committees or Workshops are to be submitted to the Board or Board designee for approval.
2. The scheduling of all activities will allow ½ to 1 hour between activities to permit cleaning and set up for the next activity.
3. Groups, Meetings, Committees or Workshops are responsible for providing their own supplies and literature and will be given storage space. A coffee maker is available for use if needed.
4. Our rooms provide meeting space for multiple Recovery Fellowships so all literature banners and items that identify program affiliation must be removed after each use.
5. Our friendly reminder shall be announced at all meetings. "We ask that you respect the Serenity Center's Behavior Policy which in part prohibits alcohol, drugs, smoking (including E-Cigarettes), smokeless tobacco products. Smoking is only permitted at the corner of the parking lot by the Planet Aid box. Dispose of Cigarette butts in the supplied container.
6. Clean up procedures; stack chairs in their designated area, sweep or vacuum the meeting space, entry hall, kitchen and restrooms and mop up any spills or mud. (Dumpster for rubbish is between the duplexes 17 & 23 on Kingsbury Street at the other end of the building.)
7. Keys for the Center will be issued to one authorized person for each Recovery Group, Meeting, Committee or Workshop using the facility and shall not be used at any other time or duplicated; non-recurring functions must return the key with their donation for use.
8. The authorized person or the key holder will sign the Facility Meeting Log Book on the reception desk before leaving the facility, noting the number of people in attendance.
8. Recovery meetings will be asked to make a donation determined by their group conscience (typical donation range is 40-60% of the 7th tradition). Donations should be made at the first of each month and deposited in the Center's lock box. All other functions will be asked for a donation based on usage.
9. Use of the recreation room is for the Serenity Center members and guests only.
10. Key holders are responsible for the security of the building. Make sure the building is empty when closing up, check doors, windows, and heating or cooling settings and turned off all lights.
11. Note, heat and air conditioning settings are posted at the thermostat and a lock-up reminder at the door.
12. Entities that fail to abide by these policies will be given two (2) warnings by the Board after which they may be asked to find a new facility.