

FITCHBURG SERENITY CLUB
EVENT RESERVATION/NEW MEETING REQUEST FORM

Date Request Submitted: _____

Event/ New Meeting Contact Person: _____

Email Address _____

Home Telephone: _____

Cell or Work Telephone: _____

Name of Event/*New Meeting: _____

Date/s of Event/New Meeting: _____

Date of Week (Circle): Sun. Mon. Tues. Wed. Thur. Fri. Sat. Open or Closed (Circle)

Time Event/ New Meeting Begins: _____

Time Event/New Meeting Ends: _____

Approximate Number in Attendance: _____

Approximate Number of Volunteers for New Event: _____

Area Of The Building/ Grounds Needed: _____

Additional Information (List Items Needed For Set Up, Clean Up, Storage of supplies, etc.):

** If the purpose of the request is to start a new meeting at Fitchburg Serenity Club the group will be asked to report back to the Board after a three month conditional period to apprise the Board of how the new meeting is working out. A final decision of the meeting status will be decided at that time.*

*** Please note that the rent for Clubhouse space is a minimum of 80% of the basket passed contributions. The chairperson or other responsible party is to ensure that the rent is deposited into the Clubhouse safe.*

Date received by FSC Board: _____

Date Conditionally Approved By FSC Board: _____

The following to be completed by the FSC Board

Final Approval]* _____ (After three month check in with the board)

FSC President/Representative Initials: _____

Notification of FSC Webmaster by email _____ (initials and date)

POLICY: USE OF FACILITIES

FSC is a nonprofit corporation for recovering alcoholics, addicts, their families and friend, who follow the 12-step program of recovery. FSC provides space for meetings, the opportunity for fellowship, and endeavors to offer a safe, secure, positive environment for recovery. Rooms are reserved for meetings by groups utilizing a Twelve Step and Twelve Traditions format. In order to request space for a new meeting, for making a change in an existing meeting, or for requesting a special event an "**Event Reservation/New Meeting Request Form**" must be filled out and presented to the FSC Board.

**All attendees of meetings and events are expected to follow the rules of use outlined on most current meeting schedules found on the tables around the clubhouse. In order to allow safe use of the clubhouse for all attendees, the board appreciates the actions of the group leaders in reminding members of these rules.*

If the purpose of the request is to start a new meeting at Fitchburg Serenity Club, the group will be asked to report back to the Board after a three month conditional period to apprise the Board of how the new meeting is working out. A final decision of the meeting status will be decided at that time. **Area Of The Building/ Grounds Needed must be left in the same (or better) condition in which you found it.*

***Please note that the rent for Clubhouse space is a minimum of 80% of the basket passed contributions. The chairperson or other responsible party is to ensure that the rent is deposited into the Clubhouse safe.*

Thank you!

The Board Members of the Fitchburg Serenity Club

Approved by FSC Board November; November, 2012