



Club Policies

- Meetings shall be open to the public.
- Meetings shall not conflict with Outpost sponsored programs and in the event of such conflict the Outpost program shall receive priority.
- Organizations shall be legal and non-profit: their purposes and objectives must be in the public interest. The use of the meeting rooms shall not result in financial gain for the organization or its members.
- Applications for the use of the meeting room shall be made in writing to a member of the Board of Directors who has been assigned responsibility for scheduling such meetings.
- The Outpost Meeting room may be reserved for Area, District or Recovery Related Event per consent by the Board of Directors.
- Solicitations and the selling of products or services are prohibited.
- Food and/or refreshments can be served. Smoking is allowed on patio.
- Equipment or furniture belonging to any group shall not be stored in The Outpost without the written permission of the Board of Directors. The Board of Directors will determine whether storage is permitted. The Outpost will not assume responsibility when materials, etc., are left on the premises.
- Groups are allowed to use The Outpost owned equipment in the meeting room.
- Groups using such equipment shall assume financial responsibility for any damage to, or theft of, equipment in their possession.
- Any group using the meeting room is expected to conduct its proceedings in a quiet, orderly manner. Groups using the room are responsible for reasonable care of the room, and will be held responsible for any damage and the general condition of the room following use. Standard room arrangement of chairs and tables is provided. Special arrangements should be requested to the Board of Directors.
- Fees may be charged for special arrangements of furniture and equipment use.
- Meetings shall be held during scheduled hours.
- Meetings will not be scheduled without approval of the Board of Directors.

Club Policies - continued

- The Board of Directors shall be the final authority in granting or refusing permission for the use of the meeting facilities.
- The Outpost Club reserves the right to refuse future bookings to groups that fail to appear on scheduled meeting dates or do not abide by any of the above policies.
- The Outpost's total building occupancy maximum is 299 people.

CHAIRPERSON RESPONSIBILITIES

A. Before the Meeting

1. Arrive early. Unlock both entrances. Turn on the lights. AC / Heater are programmed. Use ceiling fans as needed.
2. Ensure designated coffee person understands hi/her duties.
 - a. Make plenty of coffee.
 - b. Dump grounds into trash can.
 - c. Collect money in separate envelope for Chairperson.
 - d. Dump leftover coffee outside.
 - e. Minimize all fluid down the sink.
 - f. Turn off Burners.

B. During the meeting

1. Take a headcount of attendees.
2. Write total on donation envelope for appropriate date.
3. Count & Organize basket money.
4. Sign slips.

C. After the meeting

1. Take out trash. There are 4 trash cans/bins; by the desk, in the kitchen, and in both bathrooms. Refill with new trash liners. The key to dumpster is in cabinet above sink. Lock Dumpster.
2. Turn off the coffee burners. Dump coffee outside(not down the sink).
3. Turn off ceiling fans/lights.
4. Lock both entrances.