

# SUBURBAN ALCOHOLIC FOUNDATION

## POLICIES

(Last updated 12/19/2022)

# **Suburban Alcoholic Foundation Policies**

## **OVERNIGHT USE OF THE FACILITY AND GROUNDS**

It is the policy of the Foundation that the use of the facility and grounds are not to be used by anyone overnight for any purpose without the prior knowledge and approval of the Foundation. The Foundation realizes that members and guests may meet at the facility and carpool or otherwise share rides to other functions and may not return before the facility is closed. Vehicles should, however, be retrieved at some time during the overnight period.

Camping or other overnight sleeping arrangements are not permitted.

## **BIKES-SKATEBOARDS-ETC.**

No bikes or skateboards shall be allowed in the building. This is a necessary policy to protect each person in the building from injuries. Bikes and skateboards may be stored on the patio, however, their use around the building shall be prohibited.

Violators will be reminded of the policy and failure to comply will result in asking the person to leave.

No soccer shoes or cleats or footgear that may cause damage to the floors will be allowed.

## **CARD PLAYING IN THE CARD ROOM**

The only card games authorized to be played in the Card Room are Suburban rummy and solitaire.

The playing of cards is a privilege given to members only. Players are expected to be sure all players in a game are current members of the Foundation.

To be eligible to play cards, a player must have dues paid in full in the **current** month.

## **DRESS CODE**

It is the policy that each person entering the facility will be properly dressed. Shoes and shirts are required. There shall be no tank tops, short shorts, revealing clothing or dress that might be disruptive of the mission of the Foundation.

It is the right of each Foundation member or employee to enforce the dress policy. If there is any question or problem please contact the club office.

Determination of appropriate dress is at the discrimination of the manager in charge.

Violators will be reminded of the policy and asked to comply. Failure by the violator to comply shall result in asking the person to leave and return when they are able to comply.

Continued violations will result in violators being banned from the facility.

## **ANIMALS ON THE PREMISES**

It is the policy of the Foundation that animals, with the exception of Seeing Eye dogs, are not allowed on the Foundation Premises. This is to protect all members and guests from the transmission of disease, injury by bites, allergies, odors etc. and to insure that the yard remains clean and available for the enjoyment of our members and guests.

Animals are not to be allowed to roam the premises or be secured to exteriors of vehicles. Members or guests that violate the policy will be reminded of the policy and asked to remove their pet from the premises immediately. A second violation will result in a two (2) week suspension from the foundation facility and premise. A third (3) violation will result in a one month (1) suspension from the foundation facility and premise. A fourth (4) violation will result in requesting the individual not to return to the facility or premises.

## **OPERATION HOURS**

The facility shall be open Monday through Sunday from 7:00 AM until 9:30-10:00 PM. The custodian and Manager shall be responsible for opening the facility and the Night Manager and Manager shall be responsible for securing the facility at night.

All guests shall be asked to leave at closing and the building shall be secured.

From time to time these hours may be altered due to periods of operation where there is no custodian or no manager or because of inclement weather, or when an approved special event is being held. Every effort will be made to restore normal operating hours as quickly as possible.

## **USE OF THE FACILITY**

The Suburban Alcoholic Foundation is a private membership club with the primary purpose of supporting the meetings and activities of the Northland Group and other groups as authorized by the Foundation and to provide a social atmosphere for the members of the Foundation. People are welcome to apply for membership and enjoy the privileges of the Foundation. The manager on duty can assist in obtaining an application for membership.

Guests, who are not a member of the Foundation, are welcome to use our facilities 30 minutes before and 30 minutes after the Group meetings they have come to attend. Non-Foundation members are expected to be in a meeting during meeting times and not loitering in the lobby.

Membership in the Foundation is not required to attend any meetings of the various groups being held in the Foundation.

The meetings are the focus of primary importance and therefore it is the policy to keep the conversation and other noise emanating from the lobby to an absolute minimum during meeting times. Socializing should be done when meetings are not occurring.

## **NOTICE**

ANY Alcoholic new to the Austin Area or in their first 90 days of sobriety is welcome to use suburban alcoholic foundation facilities during regular hours of operation. After that period they are asked to become foundation members or observe the “**USE OF THE FACILITY**” policy above.

## **FOUNDATION EVENTS**

The Foundation shall, at its discretion, hold a membership drive and appreciation event for the exclusive enjoyment of the Foundation members.

The Foundation shall, at its discretion, hold an anniversary celebration to recognize the success of the Foundation in supporting its mission. The Board of Directors and any volunteers it may recruit will coordinate this event.

## **SPECIAL EVENTS**

The groups authorized to use the facility by the Foundation may, from time to time, wish to hold special events such as dances, dinners, holiday celebration, special meetings, etc.

It is the policy of the Foundation to support these activities by the groups in the most cooperative spirit feasible. These events must be coordinated through the Foundation manager. This increases probability of success and opens communication for historic data that may be helpful for the group in planning their event. The coordination, planning, decorating, execution, clean up and any other needed activities are the responsibility of the group hosting the event.

The Foundation can be helpful in identifying resources, providing advance funding, securing supplies as appropriate, and giving feedback on previous events.

All activities are expected to be self-supporting and pay for themselves.

## **CHILDREN IN THE FACILITY**

The primary mission of the Foundation is to support members, guests, and their families in recovery from alcoholism.

The facilities is designed and intended primarily for the use of adults. The Foundation realizes that from time to time members and guests may find it desirable or necessary to bring their children to the facility and baby-sitting may be provided for designated meetings. The Foundation prefers that families utilize those meetings where baby-sitting is available. Parents are advised that the baby-sitting provided are not childcare and that sitters have no professional training, licensure or background checks. In order to maintain our primary focus on the recovery from alcoholism and to create the safest environment possible for all concerned the following guidelines have been established:

1. If possible children should be brought to meetings where baby sitting is provided.
2. Children brought to the facility are the direct responsibility of the parents. No children are to be left unsupervised.
3. Each group, at their discretion, may allow children in the meeting. Parents need to be organized so that someone is available to supervise the children. This may be done on a rotating basis or some system of mutual support; freeing some parents to attend meetings while others supervise children. It is the responsibility of parents themselves to

organize this activity. Any activity organized toward this end needs to be presented to the foundation for its awareness and approval.

4. Under no circumstances are children (below the age of 16) to be allowed to roam free in the facility or on the foundation grounds.
5. At the sole discretion of the manager on duty, any child found unsupervised or acting in a manner deemed unsafe or disruptive or in disregard of the rights of others will be brought to the parent for supervision. Failure by the parent to respond in a positive manner will result in their being asked to leave the premises. Repeated violation will result in a request not to return.

### **VIDEO AND PHOTOGRAPHIC EQUIPMENT**

To protect the anonymity or perceived threat to such, of Suburban Alcoholic Foundation members and guests, the use of video and photographic equipment in the facility or on the grounds of the facilities are prohibited without the express written permission of the SAF Board of Trustees. Persons wishing to use such equipment is asked to contact the SAF manager to obtain approval.

## **Suburban Alcoholic Foundation Wi-Fi Use Policy**

The Suburban Alcoholic Foundation (SAF) offers Wi-Fi access to the Internet for SAF Members. This service is available to SAF Members who are current on their dues and have agreed to this Internet Use Policy. Users must have their own properly configured equipment. **Use of this service and/or this policy is subject to change at any time without notice.**

### **Terms of Use:**

Use of the SAF Wi-Fi connection/service constitutes an agreement to be bound by the terms of the SAF Internet Use Policy. Please read the policy before using the service. **Failure to comply with the policy can lead to loss of network access, suspension of privileges, and or SAF Membership in extreme circumstances.** Use of the service requires that the user be a SAF member and that member dues are paid to date.

### **Please be advised that:**

- 1.) Suburban Alcoholic Foundation (SAF) and its management are not responsible for insuring the privacy of information you transfer over the SAF Wi-Fi service/internet. Virus and security protection is the user's responsibility. Information passing through the SAF Wi-Fi service is not secured and could be monitored, captured, or altered by others.
- 2.) Suburban Alcoholic Foundation (SAF) assume no responsibility for damage, theft, or loss of a members equipment, software, data files or other personal property brought onto or used on the SAF service.
- 3.) Suburban Alcoholic Foundation (SAF) will not provide technical support or assistance. There is no help desk facility.
- 4.) There is no guarantee that Users will have wireless access via the SAF Wi-Fi network at any specific time, location or with any specific equipment. Service disruptions may occur. Some equipment may not be compatible. **Wireless access is provided as a bonus to SAF Membership on an "as is" basis with no guarantee and or warranty.** There is no guarantee that Users will have access to every Internet site using the SAF Wi-Fi connection.

### **Limitations and Disclaimers:**

It is the User's sole responsibility to protect the User's information from risk associated with using the Internet via the SAF Wi-Fi connection, including any damage, loss or theft as a result of using the SAF Wi-Fi service. The SAF will not provide technical support. The User agrees to abide by all County, State and Federal Law applicable to Internet use.

### **SAF Specific Rules:**

- 1.) **No hacking or attempt of hacking:**
- 2.) **No viewing of adult content of any type:**
- 3.) **All Audio requires the use of headphones:**
- 4.) **No giving the SAF Wi-Fi password to anyone:**
- 5.) **No Wi-Fi use during scheduled meetings:**
- 6.) **Abuse of the SAF Wi-Fi connection can result in the termination of User privileges:**