

East Side Alano Club of Madison, Inc. (ESAC)
1017 Northport Drive
Madison, WI 53704

Building Use Policy for ESAC

1. A Building Use Application Form must be submitted for all events. The person signing this form is responsible for each event and must be present during the duration of the event.
2. Groups and individuals must adhere to all ESAC bylaws, policies and clubhouse rules. Copies are available on request.
3. Groups are required to sign a waiver for the Clubhouse's responsibility for food and beverages served. No cooking is allowed, but hot food may be warmed and served using small electric appliances. No open flames are allowed. Extension cords must be six feet or shorter.
4. Caretakers will inspect set-up before the event and clean-up following the event to make sure event and organizers are in compliance. Equipment and facilities must be left in the same condition in which they were found.
5. All non-alcoholic beverages are allowed, with the exception of coffee and Pepsi products which are available for purchase within the Clubhouse.
6. Tables are available for use and must be requested for each event at least 72 hours before the event. The group is responsible for all other equipment and the means to warm and cool food and beverages.
7. Trash must be separated for recycling and trash removal, or removed from the building.
8. Regularly scheduled Clubhouse events may preempt any group activities. Alternative accommodations are possible.
9. Please address all questions and concerns to the Board members at esamadisonwi@gmail.com, or contact an officer of the Board via telephone.
10. ESAC accepts no liability for personal injury to any persons participating in this event. The club further accepts no liability for food-borne illness(es) that may occur from food served at the event.
11. This policy may be altered as needed to promote the mission of the East Side Alano Club.

I agree to adhere to this policy.

Name and Signature of Responsible Person

Date

BUILDING USE APPLICATION

The Eastside Alano Club's (ESAC) objective is to aid and assist persons recovering from substance abuse by furnishing and maintaining physical facilities for educational, recreational and social activities supplemental to Alcoholics Anonymous (AA) and other 12 step groups.

ESAC is a sober clubhouse and all events within it and/or on the grounds are alcohol and drug free. Only the first floor is handicap accessible.

Name of hosting group and responsible person:

Address: _____

Phone: (____) _____ Email address: _____

Event date(s): _____ Start and end times: _____

Purpose of event: _____

Room(s) requested:

Main level Hickory Hall Willow Room (Al-Anon) Oak Room
Lower level Maple Room Birch Room Ginkgo Room Cedar Room

Specific agreements:

DJ: _____

7th tradition collection: _____

Percentage of donations and sales: _____

Other: _____

Security deposit: \$_____

Voluntary donation for room use: (\$75 for members, \$150 for nonmembers): \$_____

Approved:

President
ESAC Board of Directors

Date

Return this completed form and donation to the MARVELOUS Cafe or mail addressed to:
Board President, East Side Alano Club of Madison, Inc., 1017 Northport Dr., Madison, WI
53704.

If you have questions, please email esamadisonwi@gmail.com or call 608.244.9671.