

## Triangle Club Application for a 12-Step Meeting

Thank you for your group's interest in starting a 12-step meeting at the Triangle Club. This document is put together in hopes that we can make your new meeting a success. To this end, please review the following points regarding guidelines, rents and Clubhouse rules before you fill out the application form on the next page.

In accordance with the Guidelines on Clubs published by AA World Services, 12-step groups are not affiliated with the Triangle Club except as tenants. No endorsement exists, and none should be implied, nor inferred from the rental of the facilities. The Triangle Club does not interfere with the 7<sup>th</sup> Tradition of AA, which states that every group should be self-supporting, declining outside contributions. These Guidelines further advise groups that "this includes paying a fair rent for use of the facilities, maintaining a separate treasury, and making its own contributions directly to the local central/intergroup office, the district, the area general service committee and to G.S.O."

Rent is due the first of each month. The Triangle Club reserves the rights to reconsider the meeting agreement if/when rents are not paid. Rent should be deposited into the safe, which is located in the kitchen. Envelopes are conveniently located in each meeting room. Accounting for payments is done by the name of the group, the time it meets and the room abbreviation of the room it is renting (L,M,S). Please be sure the envelope is marked properly so that we can accurately credit your rental payment (i.e. do not put the time you are depositing the check in the safe, but rather the time the meeting begins).

Your group will have a mailbox in the kitchen. Please make sure that your group service people know that they need to check the mailbox regularly for important notices from the Club management and Board. Your Quarterly Rent Report Statements will also be placed there.

Please review the cost of your monthly rent, which is also broken down into a weekly amount for collection purposes. It is always a good idea to update your group on the status of meeting your monthly rent during the secretary's report.

Room	Monthly Rent	Needed to Collect per Week
Large Room (L)	\$125.00	\$31.25
Medium Room (M)	\$100.00	\$25.00
Small Room (S)	\$ 65.00	\$16.25

**For a new group in the beginning phases and starting up, rent for the first three (3) months is what is collected and dropped in the safe. If it's less than what is required, that's acceptable. If it's more than there will be a credit applied towards the next months rent. This is done to assist new fellowship meeting groups to get established. After three (3) months, the rent charged will be what the set amount is for each room space.**

Meetings must meet in their assigned rooms. If attendance changes and you find that either you need more room, or you find that your collections are not sufficient to make your rent, let the Club Manager know. We'll happily move you to a larger or smaller room if possible. Please be sure that your group knows to check the mailbox at the beginning of each meeting even if you are not present.

Please review the document that explains how the Triangle Club handles group money deposited in the safe. You can download this from the Club's website at <http://triangleclub.org/>

Thank you!



## Triangle Club Application for a 12-Step Meeting

Date of Application: \_\_\_\_\_ Requested Start Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Requested Day & Time: \_\_\_\_\_

12-Step Affiliation (e.g. AA, Al-Anon): \_\_\_\_\_

Meeting Format (e.g. Step, Big Book, Open Discussion): \_\_\_\_\_

Estimated Number of People: \_\_\_\_\_ Requested Room [*circle one*]: (S / M / L)

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Signature of Contact: \_\_\_\_\_

*All groups must update the Triangle Club Manager with new contact information if the contact information changes.*

Please submit completed in person to the Triangle Club Manager or mail to

Triangle Club  
Triangle Club Manager  
PO Box 65458  
Washington DC 20035

Approved by Triangle Club: \_\_\_\_\_ Date: \_\_\_\_\_