



12-Step Meeting Room Rental Agreement and Reservation Form

Thank you for using the Step One Community Center for your meeting.

Disclaimer: If the responsible party information for your group changes, **YOU MUST** let Stepping Stones know! If you do not, your meeting may be cancelled if responsible party/ key holder is not registered.

Room requested: Room #1 Room #2 Room #3 Room #4 Large Conference Room

Please visit our website to see photos of each room at www.steppingstonesaz.org.

RESPONSIBLE PARTIES:

*** This is the ONLY key-holder & the person who comes early for set-up, is responsible for clean-up, and return of all equipment*

Name of Responsible Party: _____ Copy of ID

Cell Phone: _____ 2nd Phone Number: _____

Email: _____

Mailing Address: _____

Name of 2nd Responsible Party: _____ Copy of ID

Cell Phone: _____ 2nd Phone Number: _____

Email: _____

Mailing Address: _____

***We will be sending you room reservation confirmation and all communication via email.**

MEETING ROOM INFORMATION:

Note: Meetings cannot be reserved more than 3 months in advance and must be registered with appropriate GSO or World Services office.

Name of Meeting: _____ **Approx. # Participants:** _____

(This is the name you registered under so we can verify)

Date: _____ **Time of Meeting (9am -12pm):** _____ **Time Needed (8am -1pm)*:** _____

*(This is the **TOTAL** time you need to access the space. **Please allow time for set-up and clean-up.**)

Describe Activities: _____

Purpose: AA Al-Anon CODA Debtors GA NA OA SLAA

The meeting is: Open Closed Men Only Women Only

*If you have questions or to finalize your room reservation, please contact Leslie at

MeetingRooms@SteppingStonesAZ.org or call her at (928) 772-4184.

PLEASE INITIAL THE FOLLOWING STATEMENTS:

_____ I understand that this 12-Step meeting must be registered with the Local and National GSO or World Services Organization.

_____ I understand that Stepping Stones will verify within 1 month that this 12-Step meeting has been registered and if it has not registered, the meeting can be cancelled.

_____ I understand that I am free to rearrange the room into whatever configuration works for this meeting. I understand that I must return the room to its original arrangement, as well as clean up trash, pick up papers, take down displays, wipe up spills, turn off and clean coffee pots, etc.

_____ I understand that there are coffee pots and coffee area available to me if I want to supply and make my own coffee, food, other beverages, etc. I understand that if I use the coffee area or serve food, I am responsible for set-up and clean-up of food, coffee pots, coffee area, etc. and I will leave the area exactly as I found it. I understand that all coffee grounds are to be thrown in the trash and no coffee grounds can be put down the sink.



USAGE REQUIREMENTS AND WAIVER OF LIABILITY

Some events may require an additionally insured certificate in order to be able to use the facility. Step One Community Center staff will let you know if that is a requirement at the time you inquire.

All events shall require a Certificate of Insurance - \$1,000,000 liability (see attached sample) in order to be able to use the facility.

1. Understand that you are free to rearrange the room into whatever configuration works for this event, however understand that you must return the room to its **original arrangement** as well as pick up papers, take down displays, wipe up spills, etc.
2. If you notice a particular stain, damage to room, equipment or furniture, please contact Step One Center staff the very next business day and let us know.
3. Nothing is to be hung on the walls, taped to the tables, taped to doors or windows. If you need to display something, you must bring your own easel or table top display.
4. No alcoholic beverages or glass containers can be brought onto the property or parking lot.
5. Smoking is only permitted at the South end of the building and in designated smoking areas ONLY. Meeting leader is ultimately responsible for cigarette butts and damage caused by smokers. Your meeting will be cancelled if this is an issue.
6. Sound from audio/video equipment must be kept to a minimum so as not to be heard in adjoining rooms. We recognize drum circles as a valid therapy technique, however, we cannot allowed them in the meeting space due to the noise levels they create.
7. Air conditioning is not customized for each room. Please advise participants to dress in layers, as some rooms may be cold or hot.
8. As a Key holder/Responsible party, please make sure to lock doors leading to the outside. Doors MUST be locked when you leave. All electrical appliances must get unplugged and lights, fans and water need to be turned off.
9. As a Key holder/Responsible party, you must make sure all participants are out of your room at the time scheduled.
10. **No exchange or transfer of keys.** All key holders must see Leslie at the administration office and complete appropriate paperwork. **Key holders cannot give keys to anyone** else for any reason without seeing Leslie first. If a non-registered responsible party is found to be in possession of key, the meeting may be cancelled.
11. A \$ 5.00 deposit is required for all keys being checked out and will be refunded when key is returned to the administrative office. Limit 2 keys per meeting.
12. If any keys are lost, a \$ 7.50 fee will be charged for replacement and \$5 key deposit will not be returned.
13. No one under 18 is allowed on the premises during meetings. Ages 16+ may attend a 12-Step meeting as a participant.
14. No pets are allowed on the premise, service animals are welcome. Please don't pass off your pet as a legitimate service animal. For our full Service Animal policy please request a copy from the Office.
15. Do not park in spaces designated for the Step One Coffee House during business hours. Those spaces are reserved for "in and out" coffee patrons only.
16. Please observe the laws governing the handicap spaces.
17. Return all keys to Stepping Stones Agencies on the day following your event (if it is not a recurring meeting).

If you want to provide participants with coffee, snacks or beverages from Step One Coffee House, as the Responsible Party, you must come before the event to set up an account in the coffee house. At the end of the event, the responsible party must pay the invoice in the coffee house. Please contact Ana at 928-759-3770 for details regarding a coffee house account.

Fee Policy for 12-Step Registered Meetings

All fees are based on group conscience donations from each individual group. These donations help us with the expenses related to the use of the meeting facility. Donation envelopes are kept in each meeting room. Please write the name of your group, amount enclosed, and time period covered on the envelope, then place in the black lock box mounted on the wall next to the envelopes.

Any special meetings, events, or committee meetings for 12 Step Groups will be subject to Step One Community Center's regular meeting room price schedule. For more information, call Leslie at (928) 772-4184.

Insurance/Liability

I understand that this program/meeting is independent of the Step One Center. The Step One Center does not endorse this program/meeting in any way, nor is affiliated in any way.

By signing this agreement, I understand that I am responsible for the meeting facility when in use, behavior and actions of all participants, and accept all liability during the times and days stated above. I also have received a copy of the Rules and Responsibilities and will make sure all participants are aware of the rules and responsibilities. I understand that Stepping Stones will cancel this meeting if multiple violations of the Rules and Responsibilities occur and are not resolved.

WAIVER OF LIABILITY, RELEASE, AND HOLD HARMLESS AGREEMENT

By signing, I understand and agree with the above listed usage requirements and I hereby release and discharge Step One and Stepping Stones Agencies, its departments, divisions, agents, employees, volunteers and any and all persons legally responsible for the acts or omissions of SSA, from any and all claims which any participant in the above activity has or may have against SSA, its agents, employees or volunteers, arising out of or in any way connected with the usage of the building. This Release & Hold Harmless includes death, injury, damage to or loss of property of any participant in the above activity, caused or alleged to be caused in whole or in part by the negligence of SSA, its employees, volunteers or agents or otherwise. I verify that I am legally able to sign this waiver on behalf of _____ (*name of organization*). I understand that I am waiving liability of all participants in the event/meeting _____ (*name of event/meeting*) for which I am listed as responsible party on _____ (*date & time of event*).

Signature of On-Site Responsible Party #1

Signature of On-Site Responsible Party #2

Signature of Step One Representative

Date

If there is an emergency after hours, please contact:

- 1. Brandon - (520) 831-4071
- 2. Dan - (928) 499-9329
- 3. Cori - (928) 710-6429

Thank you so much for your understanding, consideration, and help in keeping the Step One Community Center a place for everyone to enjoy.

FOR ADMINISTRATIVE USE ONLY

Key # _____ **Deposit Paid** (*Date & Initials*) _____

Key returned & deposit refunded (*Date & Initials*) _____



FOOD/BEVERAGE REQUEST FORM

***You must call (928) 759-3770 a minimum of 10 days prior to your event.**

Date/Date of Event: _____ Number of Participants: _____

Event Contact Name: _____

Contact Phone 1: _____ Contact Phone 2: _____

Contact Email: _____

Agency/Organization: _____

Agency Website: _____

Agency Phone: _____

Agency Address: _____

What would you like to order? *(Please be specific, with quantities – **NO** changes after submitted)*

Time in which you'd like your catering items available: _____

Amount due & payable prior to meeting: _____

*** Once catering has been requested, if you cancel within 72 hours of the catering event you will incur charges up to 100% of the catering cost.**

Event Contact Signature: _____

Coffee House Manager Signature: _____