

April 2013 Updated Coffee Charge  
July 2017 Updated Club Address  
April 2018 Updated Meeting Sizes and Rents



## RENT POLICY

A meeting is described as any 12-Step meeting utilizing the Mira Mesa Alano Club (“MMAC”) for a minimum of 1 hour to a maximum of 2 hours, once a week, at a designated time established and approved by the MMAC Board.

1. Rent is due on the 1st day of each month. (That means the MMAC wishes for meetings to **pay in full, in advance, on or before the 1<sup>st</sup> of the month, for the next month’s meeting**, at the established rent rate). The only exception to this policy must be granted (preferably in writing) by the MMAC current Board, and may be revoked with a 90-day notice.
2. Any meeting that wishes to discontinue their agreement, and/or discontinue their meeting, should give the MMAC 30-day’s notice of such intent.
3. Monthly rent will be based on meeting size with charges for additional use:
  - a. **Rent I (Small 1-8) \$ 68.00**
  - b. **Rent II(Over 9 average) \$ 90.00**
  - c. **Rent III(Over 16 average) \$120.00**
  - d. **Rent IV (Over 26 average) \$155.00**
  - e. **Rent V (Over 36 average) \$175.00**
  - f. **Rent VI (Over 56 average) \$200.00**
  - g. **Extra room (Babysitting) \$ 30.00**
4. Meetings that meet once a month will be charged \$335.00 per year. This rate is based on a 1-hour monthly meeting with 15 minutes set up and take down time.

**Note:** If the monthly meeting is longer than one hour, rent may be adjusted accordingly.
5. Groups that wish to use the MMAC for one-time events will be charged on an hourly basis.
  - a. A two-hour minimum is required.
  - b. The room rate for MMAC rental is **\$35.00** per hour, per room.
  - c. The MMAC will be available 30 minutes before an event until 30 minutes after an event.
  - d. If food, other than snacks, will be served, a **\$20.00** refundable cleaning deposit is required.

6. Coffee consumed will be charged at a rate of **\$3.00** per package. It is the responsibility of each meeting to keep track of how much coffee is consumed for the month, and must be reported and paid for at the end of the each month (preferably with the next month's established rent).
7. Unless otherwise specifically agreed to by the MMAC, the meeting has exclusive use of one room of the facility, and the shared use of the kitchen and bathroom.
8. Groups have the use of their part of the facility for 30 minutes before and after the scheduled meeting time.

**Rent for New Meetings:** New 12-Step meetings are encouraged to form and to utilize the MMAC and the resources available. The MMAC Board is available to help any new group or meeting get started.

1. New meeting rent will be one-half of the "Seventh Tradition" money collected each week, before coffee expenses, or per agreement with the MMAC Board of the Directors.
2. New meeting rent will be established 12 weeks (3 months) after the meeting commences, at the Board of Directors' meeting immediately following the 12-week introductory period.

**Review of Meeting Rent Rates:** It is important that each meeting accurately report the attendance at the end of each month, with the next month's established rent.

The MMAC Board may review each meeting's attendance at least once a year, and no more than three times a year, to determine if the established rent rate is applicable. The average attendance will be calculated based on no less than a 6-month period. After this review, the MMAC Board may choose to either increase or decrease a meeting's established rent, and will provide a minimum of 30 days' notice to the meeting's current Secretary (or Treasurer) of any change.

If any meeting's current Secretary (or Treasurer) feels the rent should be decreased (or increased) please contact the MMAC Board, who will be willing to respond to your request.

Failure to pay rent, or pay the full amount of rent: The MMAC Board reserves the right to terminate / discontinue any meeting that does not pay rent or the full amount due promptly, for at least 3 months in a row and no less than 6 times in a year. The MMAC Board encourages the meeting's Secretary (or Treasurer) to contact the Board of Directors, or attend the monthly MMAC Member Board meeting to discuss any difficulties or concerns their group may be having.

This policy statement is a guideline. The Board of Directors is responsible to conduct business in accordance with the MMAC governing Bylaws.