



Policies and Procedures

Any group interested in holding a meeting or event at The Warehouse Club must obtain prior approval from the Club Manager. The Club Manager will go over these policies and procedures with the group representative(s) and address any questions or concerns your group may have. Please feel free to email us at twcdunedin@gmail.com

Getting Started

1. Each group must provide the name and contact information of the persons who will be responsible for each meeting and commit to holding the meeting for at least six months. There must be two people as a point of contact.
2. Each group must immediately notify the Club Manager of any changes to the names or contact information previously supplied.
3. If a group decides to stop holding a meeting at the club, they must notify the Club Manager and any appropriate recovery fellowship where the meeting is listed that the meeting will be ending. Your group must continue to hold the meeting until it can be removed from all meeting schedules.
4. The Club Manager will send out emails to the Representative of each group as needed to communicate updates or changes to club policies. Please make sure that your Group Representative is willing to check emails and communicate information to your group in a timely manner. You must have more than one group member listed.

Rental Fee

5. Meetings shall contribute \$10.00 plus half of the remainder of the collection per meeting for use of the facilities. This contribution is broken down as follows:

- a. 25% for rent
- b. 40% for utilities
- c. 15% for supplies
- d. 20% for building maintenance.

6. The Chairperson or other trusted servant must fill out the group contribution envelope neatly and completely, then deposit it in the contributions drop box at the end of each meeting. It is the job of a group member to inform the chairperson on how to fill the envelope out properly and where it goes when sealed. (example of how to fill out an envelope can be found on the last page of this document)

Meetings failing to fulfill their minimum obligation may be asked to meet somewhere else.

Meeting set up

7. Each group will be provided with a tote and a combination lock. You are welcome to use your own. If you lose the combo, we will help you out. If you chose to provide your own and would like to keep the combo or a copy of the key with us, you are welcome to do so - but not required.

8. Groups meeting at the club will be issued a code to access the key to the front and back doors. Codes are not to be given out or used by unauthorized code holders. Group members who have the code are only to use the code for opening and closing a meeting and not for personal use. Periodically, the code will be changed, and an email will be issued to all group representatives with the new code. It is the responsibility of the Group Rep. to notify code holders in the group of the new code.

9. The building should be open no earlier than 30 minutes before each meeting to set the air conditioner, disinfect the club (all high-touch areas), make coffee (if we ever bring this back), greet the newcomer, and promote fellowship. If you notice

the room has not been cleaned from the last meeting, please notify us immediately with a call, text, or email. If you don't remember how to unlock the front door, see the instructions on the push bar. Remember to lock it after your meeting.

10. Coffee supplies such as cups, creamer, sugar, stirrers, and napkins will be provided by The Warehouse Club. However, groups are responsible for purchasing and making their own coffee, restocking the supplies, and cleaning up afterwards.

11. Styrofoam of any kind is not welcome here at The Warehouse. If you are having cake or snacks you must bring paper or other earth friendly plates and cups.

12. For your convenience, the club has literature for sale. If your group is interested, we will give you the code to the case and a little tutorial on how to sell books. You do not have to sell literature if your group does not want to take on that responsibility.

13. There is no parking anywhere in the front parking lot from 8 AM – 6 PM Monday through Friday. There are some spots in the back at the café entrance. Overflow parking is allowed in the Wal-Mart shopping center. All vehicles must park to the east of Wal-Mart and nowhere in front of their store!

Closing and Clean Up

14. Groups are expected to leave the club clean. If the room is not cleaned prior to your meeting, please inform the Club Manager. Below is a list of what must be checked, and we have created a separate checklist for your convenience. Cleaning supplies can be found in the Café under the sink, brooms and mops are by the fridge.

Checklist

- a. Chairs pushed in and both tables and chairs cleaned and disinfected
- b. If any furniture has been moved, please put it back the way you found it
- c. Leave the Chairperson's table neat – put all your stuff away
- d. Put away any literature used during the meeting. If you find a book that needs repair, please leave it on the desk with a note on it

- e. Clean the coffee pots, clean and disinfect the counters, and restock the coffee supplies for the next meeting
- f. Wash all dishes in the sink, dry and put away
- g. Store or dispose of all food
- h. Throw away any trash left in the meeting room and café and please clean and recycle all plastic bottles, containers, cans, and glass. Blue recycle bins are in the café and in the warehouse room near the water fountains
- i. Empty any full trash cans; Trash goes into the green dumpster out front and the blue recycling bin is out back (the key to the bin is in a magnetic box under the ac unit out back). Trash can liners are in the café behind the bar near the sink. Styrofoam is NOT recyclable!
- j. Restrooms must be cleaned and disinfected – and if someone left a shit mess, it is your group's responsibility to clean it. There is no magical cleaning faire here
- k. All high-touch items must be cleaned with soap and water and disinfected

15. Each group is responsible for the security of the building. When closing, please check the following:

- a. All rooms, including the restrooms, to be sure all visitors have left. Club Supporters can be in the building in between meetings, group members cannot. Please make sure your group members are aware of this policy as there seems to be a lot of confusion.
- b. All lights off
- c. Front and back doors are locked

Safety

16. Fire extinguishers are located near the back door in the café, in the hallway of the Warehouse room and in the sofa room.

17. First-Aid kits are available in the café under the sink and at each chairperson's desk.

18. In case of an emergency, call 911.

19. If you need to reach the Club Manager call 813-750-4490, Club Director: 727-642-5372.

20. For the safety of all, we have 24-hour video surveillance cameras located in the café and at the front and back entrance of the building.

21. There is an evacuation route posted in every room of the clubhouse. Please take the time to familiarize yourself and your group with our procedures.

The Warehouse Club expects the groups using this facility to support and enforce these policies. Any person who fails to abide by these policies may be asked to leave. Any group that fails to support and enforce these policies may be asked to find another location. Any action for violation of these policies is at the sole discretion of the Club Manager and Club Director.

22. **Wheelchair accessibility:** There is a reason the table and chairs are set up the way they are, and we ask that if you move furniture to put it back the way you found it. One reason is the fire marshal requires a specific set up of the seating for fire safety and the other is for wheelchair accessibility. I have been in a meeting here where someone in a wheelchair came in and there was no place for them to go because chairs were out of place. This is not only unsafe in the case of a fire but disrespectful of people who are in a wheelchair. Doors are not to be blocked and aisles are always to be kept clear. Please say something when you see this. Inform the chairperson, or other group members, that when they see someone move a chair and it blocks a doorway or walkway that they cannot do that for safety reasons.

23. **Spare meeting room:** If the room next door has no meeting it does not mean a place to hang out. Only Club Supporters who pay monthly or annual dues are allowed to gather in vacant meeting rooms.

The groups that use this facility are responsible for the actions of their members and guests from ½ hour before the scheduled start of their meeting until ½ hour after the end of their meeting. A group member should be available for this period to supervise the group.

The Club will not interfere or intervene in any actions of the group members or guests unless it is a violation of these policies. The Club respects the autonomy of the groups, their rules, and traditions.

How to figure out the group contributions and Fill out the envelope properly

1. Count all the money and put total in blank A.
2. Take out \$10 from the total money and record it in blank B.
3. Subtract blank B from blank A and record that amount in blank C.
4. Divide the remaining money in half and put that amount in both D blanks.
5. Add blanks B and D together and put that amount in blank E. Also, put
6. that amount of money in the envelope.

WORKSHEET	TOTAL	TWC	GROUP
A. Total of money received in 7th Tradition basket:	A. \$12		
B. \$10 for base rent		B. \$10	
C. Remaining money (A - B):	C. \$2		
D. Half of remaining money (C / 2):		D. \$1	D. \$1
E. Total to put in envelope for TWC (B + D):		E. \$11	



Group Contributions

This form must be completed for your group to get credit for the contribution.

Chairperson Name:	<u>Jim S</u>
Phone Number:	<u>727-555-1111</u>
Group/Meeting Name:	<u>Early Risers</u>
Date:	<u>July 13</u>
# in Attendance:	<u>9</u>
Flat Fee:	<u>\$ 10.00</u>
1/2 of Remaining Basket:	<u>1.00</u>
Total Deposit:	<u>11.00</u>

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