



12 Step Meeting Application

Thank you for your group's interest in starting a 12 Step meeting at the Southern Solano Alano Club, Inc. ("SSACI"). 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 Club rules before you complete the application form on the next page.

- In accordance with the "Guidelines on Clubs" pamphlet published by the General Service Office of Alcoholics Anonymous (AA), groups are not affiliated with SSACI except as tenants. No endorsement exists, and none should be implied, nor inferred from the rental of the facilities.
- The Club does not interfere with the 7th Tradition of any 12 Step recovery program, 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".

Monthly rent is due after your first meeting of each month. SSACI reserves the rights to reconsider the meeting agreement if/when rents are not paid. Rent should be deposited into the upstairs filing cabinet Treasurer's slot. Envelopes are conveniently located near the slot. Accounting for rental payments is done by the name of the group/type of group, and the time it meets. Please be sure the envelope is completed properly so that we can accurately credit your rental payment. Club management /SSACI Board will routinely post announcements or leave notices for you on the bulletin board or taped to your locker, so please be aware of these and take appropriate action.

Meetings must meet downstairs. There may be occasions when a meeting is asked to change rooms to accommodate special activities or events. In this instance, cooperation will be appreciated and as much advance notice as possible will be given.

All meeting trusted servants and meeting attendees are expected to comply with the Club Rules as posted on our website. Each Meeting Secretary shall observe Secretary's Checklist.



12 Step Meeting Application

Date of Application: _____ Requested Start Date: _____

Group Name / Number: _____

Requested Day _____ Start Time: _____ End Time: _____

12-Step Affiliation (e.g. AA, Al-Anon, NA, ACA etc.): _____

Meeting Format (e.g. Step, Big Book, Discussion): _____

Estimated Number of People: _____ Open or Closed [circle one]

Monthly Rent Amount: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Signature of Contact: _____

*All groups must notify the SSACI with new contact information
if the contact information changes.*

Please drop the completed application at the Club or mail to:

Southern Solano Alano Club, Inc.
Attn: Treasurer
2046 Columbus Pkwy.
Benicia, CA 94510

Approved by the SSACI by: _____ Date: _____



Club Rules

- Trusted servants may enter building no earlier than 30 minutes prior to the start time of your meeting for set up and coffee making. Other meetings may be ending or starting, so please be respectful.
- Building must be vacated and locked no more than 30 minutes following your meeting.
- No smoking, except in designated smoking area. Smokers must dispose of their refuse in the smokeless ashtray. No smoking with 25' of building entrances per Benicia Municipal Code.
- No drugs or alcohol.
- No loitering.
- No overnight parking.
- No bullying, aggressive, or demeaning behavior.
- No animals/pets allowed except ADA service animals.
- No panhandling.
- No soliciting, buying or selling of goods allowed in or on the premises.
- Appropriate dress is required at all times. No bare feet; shoes and shirts are required.
- No excessive or loud noise before, during, or after meetings, including the parking area.
- No posting of any signs, flyers, etc., without Board approval.
- All city building and fire codes must be observed.

Secretary's Checklist

- Turn off and/or unplug all appliances
 - Coffee pot
 - Ceiling fans
 - Lights
 - Heater and/or air conditioner thermostat – as needed
- Clean coffee pot and dump grounds in container
- Leave a note in Treasurer's Slot if any supplies, paper towels etc. are needed.
- Clean any spills on floor, vacuum or sweep up rooms
- Reset chairs and secretary's table if needed
- Close and lock all windows
- Lock all doors – Lobby Side Door and Front Door.
- Pull outside door shut and close screen door.
- Contacts for any problems

Lee Bowen 707-334-9669

Gordon Gray 707-246-7195

Jason Hames 707-280-5223

Benicia Police Non-Emergency Line 707-745-3412