

Recurring Rental Agreement for Recovery Groups Using the Fellowship Hall



The _____ group (“the Group”) agrees to rent Room No. _____ at the Fellowship Hall (“the Hall”) on (day/s) _____ from (start time) _____ to (end time) _____.

This agreement shall begin on October 1, 2017 and end on September 30, 2018. Thereafter, all terms shall remain in effect as a month-to-month lease, unless the Group signs a new rental agreement or either party delivers written notice of its intent to terminate this agreement.

In keeping with its mission, the Hall offers a variable rent structure to recovery groups that meet on a recurring basis. Each group is encouraged to decide by group conscience the level of rent that it is able to pay. We ask that groups with long-established and well-attended meetings consider paying rent at the A or B level. We offer rent at the C level so that the Hall remains accessible to groups that are financially incapable of paying rent at any other level.

- A. \$.80 per person attending each meeting;
- B. \$.70 per member per meeting; or
- C. \$.60 per member per meeting.

The Group estimates our average attendance per meeting to be _____, and we commit to pay rent at the (A, B, or C) _____ level. Our rental commitment is: \$ _____ per meeting.

The Group meets approximately _____ times per month. Our monthly rent will be \$ _____ during the term of this agreement.

Rent payments shall be made by check payable to Fellowship Hall. PLEASE DO NOT PAY YOUR GROUP’S RENT IN CASH. Monthly payments are due by the fifth day of the month. Rent checks may be sent by mail to Fellowship Hall at 2165 Durston Road, Bozeman, Montana 59718, or deposited in the slot of the Hall’s office door on the Charlotte Street side of the facility. Failure to pay may result in termination of this agreement.

The Group has received and read a copy of the Community Rules and Cleaning Checklist. As part of our commitment to keep the Hall clean and safe for all in recovery, the Group agrees to adhere to the Rules and to complete the items on the Cleaning Checklist after every meeting. The Group understands that failure to do so may result in termination of this agreement at the Hall’s discretion.

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Signed By:

Name: _____ Date: _____

Address: _____

Email: _____ Phone: _____

Cleaning Checklist for Groups Using Fellowship Hall



- The kitchen/kitchenette area shall be thoroughly cleaned after each use. This includes:
 - washing, drying, and putting away all dishes and utensils
 - properly storing or disposing of all food and beverage items
 - cleaning coffee makers and pots
 - turning off all heating elements
- Trash shall be removed and placed in the outdoor dumpster after each meeting.
- Tables must be wiped down, and stored in or returned to their original location.
- Floors must be swept, mopped, or vacuumed as needed.
- Outside areas, especially smoking areas, must be returned to a clean and safe condition.
- Child care rooms, if used, must be checked and returned to a clean and safe condition:
 - turn off tv and dvd player
 - put away all toys and books
 - close shades
 - make sure bathroom is clean
- Unless another meeting is going on when your group leaves, make sure to lock the exterior doors to the building.
- Turn off all lights.

Community Rules for Groups Using the Fellowship Hall



1. No food shall be prepared in the kitchen without the prior consent of The Fellowship Hall ("the Hall"). The kitchen shall be thoroughly cleaned after each use and garbage deposited in the outdoor dumpster.
2. Any dairy products or other foods stored in the refrigerator shall be clearly marked with the name of the owner, and the date it was placed in the refrigerator. The Hall has the right to remove any foods that are spoiled, unmarked, or past their shelf life.
3. The Hall shall supply each Group's authorized representative with one code for the lock on the main doors. Groups shall provide the code only to authorized group representatives. Each Group shall be responsible for ensuring the security of its code and shall maintain a list of all persons with access to its code. In the event that an unauthorized person acquires or retains possession of a Group's code, the Group shall promptly notify the Hall. Each Group is responsible for all damages incurred during the use of its code.
4. Each Group shall use only the space it has rented according to its written rental agreement and shall not use other space without the consent of the Hall.
5. Each Group agrees that its members will maintain the space in a clean and safe condition. Trash shall be removed and placed in the outdoor dumpster after each meeting. Tables must be wiped down, and stored in or returned to their original location. After each meeting, Group members will: mop or vacuum as needed; wash and dry utensils and crockery; clean coffee makers and pots and turn off all heating elements; and police the outside area, especially smoking areas, returning it to a clean and safe condition. The Hall provides cleaning supplies so that Groups can meet these commitments.
6. Absolutely NO SMOKING in the building. Smoking is permitted only at the designated outdoor location.
7. No dogs, cats, or other pets are allowed inside the building at any time, except for service animals, as required by law. Owners shall be responsible for dogs kept outside or in vehicles and shall keep their dogs quiet. If a dog barks persistently, Group representatives must ask the owner to leave the premises. Animal owners shall remove any animal waste before leaving The Fellowship Hall property.

Community Rules for Groups Using the Fellowship Hall

8. Groups agree to work with the Hall to protect the Hall's good relationship with its neighbors. If the Hall receives a complaint from a neighbor about the behavior of the member(s) of a particular Group, that Group will work with the Hall to resolve the issue and prevent any recurrence.
9. Groups shall not use the child care rooms during meetings unless children are provided with adequate supervision. Group representatives shall not permit any attendee at their meetings to leave a child unattended in the child care rooms or elsewhere on the premises.
10. Group members shall abide by all regulations and restrictions posted on The Fellowship Hall bulletin board. The Hall will make every effort to notify Groups if there is a significant change in any regulations or restrictions.
11. At a Group's request, the Hall may provide storage space. Groups are responsible for the security of any items kept in that space. If a Group secures its storage space with a lock, the Group agrees to give the Hall access to the key or combination. Upon termination of this agreement, the Hall may dispose of any items left behind in the storage space.
12. The Hall shall communicate with Groups about concerns, issues, or rental agreements by email or letter using the contact information provided by the representative that signed the Group's rental agreement. Groups are responsible for ensuring that this information is kept current and accurate.
13. Cars and bicycles should not be parked outside the Hall overnight. If a bicycle is left outside for more than 7 days, it will be deemed abandoned and will be removed by the police.
14. Failure to adhere to these community rules may result in the termination of a Group's rental agreement. If sufficiently serious, a single violation of these rules may result in immediate termination of a Group's rental agreement. In most instances, however, the Hall will make every reasonable effort to notify the Group's representatives of issues and work cooperatively to resolve them. If such efforts are unsuccessful, the Hall will notify the Group that it is terminating the Group's rental agreement, in which case the Group agrees promptly to vacate the space.