



Lambda Alano LTD, Lambda Alano Club House  
900 Liberace Ave, Suite A-202  
Las Vegas, NV 89109  
(702) 737-HOPE (4673) – [contactus@lambdaalanolasvegas.org](mailto:contactus@lambdaalanolasvegas.org)

### Meeting Room Rental Policy

**Purpose:** Fees are charged to those who use the room to defray facilities costs (heat, cooling, lights, water, garbage disposal, clean-up, Internet, equipment and wear and tear on the facilities, etc.).

Our standard rental fee for meetings is \$1 per headcount unless otherwise negotiated.

**Consistency:** Once it is determined that a group is required to pay, fees will be charged at negotiated rates, to be set by the Board of Directors of Lambda Alano, LTD.

**Applicability of Fee Structure:** Lambda Alano recognize five categories of groups who may wish to use the meeting room.

- 1) 12 Step Recovery Groups, including but not limited to AA, NA, Al-Anon, CA, OA, GA, ACOA, SALA, SA, Ala-Teen,
- 2) LGBTQ Community Groups
- 3) 12 Step Recovery Meetings and Recovery support
- 4) Special event & Fundraising related to twelve step recovery & LGBTQ community

**Administrative:**

- 1) All rents will be paid in advance, unless otherwise negotiated
- 2) Space Rental becomes effective when payment is paid, or upon signing of lease
- 3) Special Event Cancellations less than 48 hours prior to the use date/time will not result in a refund.
- 4) A cleaning Fee will be assessed for catered events if there have been food and drink spills for carpets and chairs
- 5) The groups general secretary or meeting chairperson will be responsible for oversight of this policy and will coordinate with members to adhere to guidelines

- 1) Users will set up tables, chairs, and equipment as needed for their meetings
- 2) Users will put away tables, chairs, and equipment after their meetings
- 3) Users are expected to exercise normal care in the use of the facilities, to clean up after their meeting and to return the room to acceptable condition.

4) Key Box will be made available to the General Secretary and Chairperson, and they will be responsible for delegating to their meeting secretaries. Keys must be assigned.

The meeting room space is only available between meetings to for paid club members, meeting secretaries may open room and have access 30 min prior and 30 min after meeting ends, users with key access are responsible for opening and closing the meeting room and returning the key

- 5) Secretaries are responsible for turning off lights, securing the room, etc.



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6) No event will be booked that is reasonably expected to draw more people than the maximum allowed occupancy for the space of 50 people.

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#### For Special Events and Community Organizations

- 1) \$20/hr in increments of 0.5 hours; includes set up & break down time or \$1 a headcount, whichever is greater.
- 2) All Twelve Step Groups-On an individual basis as to the group or meeting to be negotiated depending on needs, meeting size, and days and times requested
- 3) Use of special equipment (television, internet, PC, amplifier, etc.) will cost an added \$5/hour to the rental fee.