

To: Meeting Secretaries  
From: Cedar Lake Fellowship Board  
Re: Handbook & Tenant Lease Agreement  
Date: January 18, 2014



In an attempt to better serve our membership and the large number of twelve step meetings that call Cedar Lake Fellowship their home, the CLF Board has redeveloped a set of guidelines for use of the facility. The guidelines set forth are intended to help us all take excellent care of the facility, its membership, our guests and the organization as a whole. Please take a moment to review the handbook and offer it to your home group members and meeting officers as well.

We ask that you read and sign the enclosed agreement acknowledging that your meeting agrees to conduct itself according to the stipulations outlined in the handbook. The signed agreements should be submitted in the Tool Box wall safe at your earliest convenience.

Thank you for taking time to review this information. If you have any questions or concerns, please do not hesitate to contact one of the following CLF Board members: Joe Tulley 309-261-6538 or Greg Troemel 309-824-3026.

Sincerely,  
Cedar Lake Fellowship  
Board of Directors

*Cedar Lake Fellowship, Inc.  
401 E. Empire Street  
PO Box #531  
Bloomington, IL 61702*



*CLF Handbook  
January 2014*

# Introduction

CLF is a privately owned facility managed by an elected Board of Directors. The board is responsible to oversee the financial, operational and maintenance obligations of the building and grounds. CLF is 100% supported by those who use the facility and through observing the 7<sup>th</sup> Tradition. The annual operating budget is typically \$55,000 per year and we continue to be fortunate and receive the financial support of our membership and at large users of the facility.

This handbook is meant to provide an overview of the basic responsibilities for meeting secretaries and chairpersons, as well the outline the expectations for the people and groups who use the Cedar Lake Fellowship facility. While this handbook may not provide guidance for each and every possible scenario, its primary goal is to assure the responsible and use of the facility and grounds so that Cedar Lake Fellowship will always be here for the recovering community. Thank you on behalf of the CLF Board.

## **Secretary Responsibilities: (Recommended 1-year of sobriety)**

- Meetings are required to establish a meeting secretary.
- GSO guidelines suggest a minimum of 1-year's sobriety for the group secretary.
- Any active and regularly attending member is eligible for consideration by the group.
- All secretaries must register their name, mailing address, phone number and e-mail along with meeting day and time, with the secretary or other officer of the CLF board.
- Any or all secretary contact information changes shall be filed with a board member.
- A listing of board members is posted in the main meeting hall.
- Secretary should oversee the basic clean-up of the facility at meeting's end, be sure the facility is empty of participants and the entry doors are locked.

## **Chairperson Guidelines: (Recommended 1-year of sobriety)**

Meeting Format: A folder is located at the head of the main table of the meeting hall and in a wall rack of the side rooms. The group decides opening procedures to include any or all of the suggested procedures. Meetings are 1-hour in length.

## **Rent Guidelines**

- Rent is based on meeting attendance.
- Current rent rate sheets are posted on the CLF Tool Box display rack.
- If collections at any given meeting are not sufficient to cover full rent, all monies collected should be submitted with an explanation.
- Treatment center attendees are not to be counted for rent computation.
- Rent shortages should be presented a group business meeting for resolution.
- Rent may be submitted by the meeting, weekly or monthly.

**Rent Guidelines Continued:**

- Monthly rent is due by the 5<sup>th</sup> day of the following month.
- Rent envelopes are to be filled out legibly with the following information:
  - Group Name, Meeting Time & Date
  - Placed in the drop box by the door of the Tool Box
  - Make checks payable to Cedar Lake Fellowship (CLF is fine)

**Coffee & Related Supplies:** While no specific payment expectations are set, each meeting is asked to pass a basket to collect coffee donations. Coffee money may be submitted by the meeting, weekly or monthly. CLF spends in excess of \$12,000 per year on coffee and supplies.

- Coffee money should be submitted and clearly identified in the meeting envelope.
- Please use discretion in making new coffee near the end of a meeting to prevent waste.
- Coffee maker receptacles and pots should be emptied, rinsed at meeting's end.
- Be sure coffee maker burners are turned off at meeting's end.
- Please rinse your personal coffee cup or mug prior to hanging on coffee mug wall.

**Keys:** The following individuals shall be eligible for a key to the building provided they meet one or more of the following criteria;

- Meeting secretaries
- Members conducting business on behalf of the board or the general membership
- Members performing voluntary and approved service for the fellowship
- Long-term members who regularly attend meetings in the facility, and are likely to be of assistance in opening and closing the facility for meetings and special functions.
- Others as approved by the board and for the benefit of the fellowship operation.
- If a key is lost please advise the board and a new key will be provided.
- The facility will be periodically re-keyed as determined necessary by the board.

**Tool Box**

- Tool box is provided as a place for various recovery materials to be offered for sale
- Keys are issued to CLF Board members, approved meeting secretaries and approved CLF members who may be of assistance in operating and allowing access to the Tool Box
- Items purchased should be recorded in the sales ledger and include: initials of person conducting transaction; description of purchased item; price of item; and the amount deposited in cash register.
- Access to sound system, CD's, materials, CD player is available up on request. Please contact TB manager or CLF Board member.
- Contact TB manager (see board listing)

### **Parking Requirements**

- Parking is available on both sides of the building (north and south). IWU has approved the use of their lot across the street (north) for spillover parking.
- Bicycles are not permitted inside the building. Please lock them on the bike rack in the front of the building.
- Overnight parking is not permitted and such vehicles as are left overnight may be subject to towing at the owner's expense.
- The pavement along the east end of the building adjacent to the alley is restricted from meeting parking. The area is used for service vehicles, and for temporary loading and unloading for people with disabilities.
- Please observe the proper use of the designated accessible parking spaces. There are three marked spaces along the north face of the building.

### **Smoking Restrictions**

- CLF is required to abide by the State law that prohibits smoking in a public building.
- Smoking is not permitted in the building or within 15 feet of entrances.
- The 15' entry setback is marked on the ground near the front entry and we ask this boundary is observed and respected.
- Smoking out the east emergency exit door is prohibited.
- Please dispose of butts or wastes in the containers provided at the facility.

**General Facility Maintenance:** Each meeting is responsible for leaving the facility in a clean orderly state and after each meeting should complete the following:

- Lower chairs to reduce wear and damage on the arms.
- Push in chairs to tables to aid in cleaning floors.
- Clean tables and counters, dispose of cups, papers, etc. in waste receptacles.
- Clean coffee dispensers and pots at meeting's end.
- Check bathrooms and side rooms to leave in good order for next meeting.
- Last meeting of the day should check bathrooms and side rooms to be facility is vacant.

### **Cedar Lake Fellowship Hours (Meetings & Facility)**

- Meetings are required to start and end at their scheduled time. Reasonable consideration should be given to prevent overlap with other meetings.
- In accordance with our operating license with the City of Bloomington, the CLF premises are to be vacated by 9:30 pm.

### **Cellphones**

- The meeting chair has the authority to establish phone or device decorum.

**Children in the Facility:** CLF allows for children to attend meetings where accompanied by an adult. It is the responsibility of each group to take a group conscience to approve or disapprove their attendance. CLF, as the landlord, holds concerns for the safety of the children and our property, as well as our legal liability in the event of an injury. For these reasons, signs are posted indicating parents/guardians are liable for the conduct and safety of the child.

Additionally we request that children not be allowed:

- To be unsupervised in side rooms or bathrooms
- To play with light switches
- To stand or sit on tables
- To move chairs around in the rooms
- To run in the facility during or after meetings
- To access to the rear of the building
- To write on the furniture or walls

### **Food-Drink Guidelines**

- Active cooking is not permitted on the premises. (catered activities are acceptable)
- Food may be brought into the facility for potlucks or meeting events and within reason.
- Outdoor cooking may be permitted for special functions at the discretion of the board.
- Personal food (breakfast, lunch, dinner) is acceptable, please discard wastes in trash.
- Coffee and supplies are provided by CLF.
- A coin operated soft drink machine is located near the rear exit.

**New Meeting Requests:** The purpose of the fellowship is to provide meeting facilities for groups to use to support the recovering chemically dependent population of our community.

- Meetings Include: AA, CA, NA, ALANON, ALATEEN, Etc.
- New meeting requests are generally honored although the Board reserves the right to present alternate times, require a departure time, or to decline acceptance based on current data.
- Time to clean the facility, honor existing meetings schedules, and balancing of special functions have to be considered.
- Please do not announce a new meeting without specific board approval.

**Personal Conduct:** CLF recognizes those who use the facility are in varying states of recovery. For the safety and well-being of all who use the facility we respectfully ask when on the premises, in any capacity, conduct themselves in a civil and respectful manner. Those displaying behavior deemed inappropriate, offensive, dangerous, etc. may be banned from the property either temporarily or permanently.

### **Miscellaneous Provisions**

- Access to the basement is prohibited except in case of a weather emergency.
- The use of candles, incense, or other fire related apparatus are not permitted.
- No skateboarding is allowed in the building or in the parking lots (Including IWU lot)
- Roller blades shall not be worn inside the facility.
- Animals are not permitted in the building. (Exception for registered service animals)
- Use of north-south rooms are to be used in conjunction with a regularly scheduled meeting for splits
- Use of CLF resources, pamphlets, schedules, in-house big books, etc.
- Meeting materials are provided at the chairperson's desk and should not be removed.
- Use of the lockers in the north split room for group or individual purposes is acceptable. Contact the board for a lock.
- Facility materials should be returned to the location they were accessed. (tool box, back wall cabinet, office , split rooms, front desk)
- Facility use for meetings only, or as approved for special circumstances.
- Building entry restricted to NW mains doors. East doors considered emergency exit and not to be used during or after meetings Cell phone edicut... Place on vibrate, step away from meeting if taking call.
- Basic first aid supplies are located in the tool box. (Bandages, ice packs, etc.)



# Cedar Lake Fellowship

## 2014 Meeting Lease Agreement

The Cedar Lake Fellowship (CLF) is a privately owned not-for-profit facility that operates to provide a meeting place for persons seeking addiction recovery. CLF is not AA, NA, or CA although its primary mission to serve those in recovery. CLF has an elected board that is responsible to administer the finances, operations and maintenance of the property. This also includes establishing expectations of acceptable conduct and behavior on the premises for the benefit of all.

CLF maintains a "Handbook" meant to serve as a guide to the use and or operation of the facility, meeting structure, and the general conduct associated with your meetings in the facility. For reference, a current copy of the Handbook is kept in the Tool Box as well as on the Website. Please be advised the Handbook is updated annually, or as determined necessary by the Board. CLF respects that each meeting is autonomous in their format or structure; however for the benefit of the property and well-being of those using the facility the list below summarizes the major points identified in the Handbook. Please recognize the full Handbook goes into more detail and should be referenced for clarification when and where necessary.

- Establish Meeting Secretary (provide current contact information, advise CLF of changes)
- Facility Keys (Generally held by the meeting secretary, or others as approved by Board)
- Rent & Coffee Donations (Daily, weekly or monthly are acceptable)
- Rent & Coffee Envelopes (Complete information and write legibly)
- Coffee & Related Supplies (Donation expectations and reasonable use of supplies)
- Hours of Operation (Vacate building and grounds by 9:30 pm)
- Meetings (Observe 1-hour timeline, meeting overlap)
- General Facility Maintenance (Clean up tables, chairs, coffee & kitchen area at meeting end)
- Toolbox (Secretary to open and close, record sales in logbook, access sound systems)
- CLF Resources (Books, desk materials, media should remain at the hall)
- Recovery Literature (Pamphlets, meeting schedules, phones lists free for taking)
- Parking Requirements (Area adjacent to east alley is restricted for vendors, accessibility needs)
- Smoking Restrictions (Prohibited indoors, observe 15' radius at entrances)
- Children (Permitted when accompanied and supervised by adult)
- Animals Prohibited (Pets are not permitted in the building)
- Disruptive Behavior (May result in a ban from property, temporary or permanent)
- Food (Allowed for personal meals, and where associated with a meeting or CLF event)

By signing this lease agreement the tenant (meeting secretary or chair) acknowledges these terms and will be responsible to advise the meeting of such. In the event the lease is violated the CLF Board reserves the right to terminate this agreement and restrict the tenant from the further use of the facility. Thank you for observing the Handbook and this agreement as this will allow CLF to continue its mission in providing a safe, clean and positive environment for those seeking recovery.

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Meeting Secretary Name (please print)

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Meeting Day and Time

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Meeting Secretary Signature

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Date