

QCMH Rental

Guidelines & Operations

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QCMH Rental Guidelines & Operations

Purpose: To provide affordable recovery meeting space while maintaining the financial health of the QCMH.

Core Principle: We operate in the spirit of Steps 6 and 7 - prioritizing progress toward our Ideal over perfection.

1. Nature of the Agreement

- **Handshake Agreement:** Space is provided based on a verbal "handshake agreement" between the QCMH and the group. This honors 12-step spiritual principles over formal legal contracts.
 - **Voluntary Agreement:** As a voluntary agreement, groups may terminate this agreement at any time and vacate the facility without further obligation.
 - **Autonomy:** Groups remain entirely autonomous, provided their actions do not adversely affect other groups or the QCMH as a whole.
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2. Starting a Meeting & Donation Structure

Scheduling & Inquiries

- **Find a Time Slot:** Check the QCMH meeting schedule at qcmh.org for open time slots and allow a **30-minute transition** window between meetings.
- **Contact:** Use the **online contact page** to inquire about starting a new meeting. Inquiries will be forwarded to the Scheduler.

Suggested Donation Rates

Calculated on a standard 4-week month. There are no additional fees for 5-week months.

Facility Area	Per Meeting	Monthly Total
Front Room (Room 1)	\$20	\$80
Back Room (Room 2)	\$10	\$40

Flexibility & Startup Options (Rent Deferment)

We recognize that every group's financial situation is unique. All rental arrangements are individually negotiated.

New or struggling meetings may choose one of the following **Growth Tiers** for an initial 90-day period to prioritize the purchase of literature and supplies:

- **Back Room Startup:** \$20/month fixed rate.
- **Front Room Startup:** \$40/month fixed rate.
- **80/20 Option:** Group retains 20% of the basket; 80% is contributed to the House.
- **Full Contribution (100%):** Some meetings choose to contribute 100% of their 7th Tradition to the QCMH on a permanent basis.
- **Review:** All startup or negotiated rates are subject to review after the initial 90 days and may be extended by mutual agreement.
- **Progressive Support:** Groups not yet meeting the suggested rates are encouraged to periodically review their contributions to work toward those goals.

Payment Methods

- **Frequency:** To streamline administration and support our volunteer Treasurer, groups are encouraged to contribute **Monthly, Bi-Monthly, or Quarterly**. While **Weekly** payments are accepted for new meetings or those contributing 100% of their proceeds, all established groups are kindly asked to choose a longer interval to simplify the bookkeeping process.
- **Instructions:** Place payment in the **Rent Box** using a labeled envelope including:
 1. **Group Name**
 2. **Meeting Day/Time**
 3. **Amount Paid**
 4. **Dates Covered**

3. Included Amenities & Shared Resources

The QCMH provides these resources at its own expense (subject to availability). Groups may choose to make an additional donation above their regular rent to help offset these costs.

Literature & Medallions (Program Service Revenue)

- Standard AA and Al-Anon pamphlets, newcomer packets, and standard anniversary medallions are provided **at no cost**.
- Additional AA and Al-Anon literature is available for purchase.
- Custom or specialty items must be purchased independently by each group.

Complimentary Coffee Service & Hospitality Supplies:

The QCMH provides full use of the coffee makers and kitchen area, along with complimentary coffee and other hospitality items such as creamer, sugar, artificial sweeteners, napkins, disposable cups, plates, and plastic-ware.

Facility Maintenance Supplies:

All cleaning and maintenance supplies for the kitchen, bathrooms, and meeting rooms are provided by the QCMH.

- **Resource Logic:** While groups are not affiliated with the QCMH, they share common resources. The QCMH acts as the central provider to ensure these supplies and amenities remain available to all programs.

4. Operational Requirements

Administration & Security

- **Contact Information:** Please provide the group name, program, day, time, and contact details (name, phone, and email) to the **Scheduler**, who will forward the information to the **Treasurer, House Committee Chairman**, and **Meeting List Coordinator** to ensure the meeting is properly listed.
- **Key Policy:** One key is issued per group. If the meeting ceases, please return the key to the Rent Box.
- **Storage:** Limited shelf space in the meeting room may be available for **group literature and supplies** on a first-come, first-served basis, subject to availability and facility needs.

Scheduling & Courtesy

- **Transition Window:** Maintain a **30-minute** buffer. This allows incoming groups to set up and outgoing groups to clean.
- **Time Slots:** All setup and breakdown must occur within your rented time slot.
- **Saturday Blackout: 1:00 PM – 5:00 PM is reserved for workshops and quarterly House Committee business meetings.**
- **Sunday Blackout Period: 10:30 AM – Noon (Weekly Deep Cleaning)**

To support both the cleaning crew and all groups sharing the building:

- The cleaning crew begins at **10:30 AM** in the common areas and other parts of the building.
- For those groups needing extra time to transition, meetings ending at **10:30 AM** are kindly asked to vacate the room by **10:45 AM** (15-minute window).

Thank you for your understanding and cooperation.

- **Additional Facility Use for Groups: Rent-paying groups** may request extra time for business meetings or special anniversaries by **coordinating with the Scheduler** in advance.
 - Groups are encouraged to honor the **7th Tradition with a donation** for any additional time beyond a regular group business meeting. This helps maintain our shared facility.
 - Groups are asked to provide their own supplies and follow the **Closing Protocol**.
- **Additional Facility Use for Workshops and Outside Entities:**
 - Booked through the **Scheduler**.
 - Must be for a **12th Step related purpose** (as stated in the mission statement) to avoid tax implications.
 - Rental fee: **\$20 per hour** (minimum one hour, billed hourly).
 - Groups must provide their own supplies and follow the **Closing Protocol**.
 - The QCMH reserves the right to modify these guidelines as needed.

5. Standard Meeting Closing Protocol (Mandatory)

To ensure the room is ready for the next group, please complete the following after every meeting:

1. **Surface Care:** Wipe down all tables. Remove all trash from tables and floors.
 2. **Waste:** Empty the trash can if it contains food waste or is full.
 3. **Floors:** Sweep and spot-clean spills if needed.
 4. **Hospitality:** Empty and turn off the coffee pot.
 5. **Utilities:** Turn off all lights and fans.
 6. **Room Reset:** Arrange chairs neatly in their original configuration.
 7. **Security:** Lock all doors if you are the last meeting in the building.
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6. House Rules & Prohibitions

- No smoking or vaping inside the building.
 - No weapons and no open flames (including candles or campfires) inside or outside.
 - Total ban on alcohol, marijuana, and illegal drugs on the premises.
 - Only legitimate service animals (on a leash or in a carrier) are permitted.
 - No overnight stays or sleeping inside or outside the premises.
 - No personal items may be stored overnight.
 - The yard and grounds are intended for brief transitions between meetings and quiet fellowship. All individuals on the property are expected to attend a meeting inside the building. Remaining in the yard or vehicles for extended periods without participating in a meeting is not using the facility for its intended purpose.
 - Any disruptive individual asked to leave a meeting must vacate the entire property immediately.
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7. Annual Cleaning Schedule & Volunteer Program

The Principle of Shared Support

General and deep cleaning has been part of the QCMH since its beginning. One of the primary ways we keep rental donations affordable is through the voluntary service of the House Committee and the groups themselves. In the spirit of the 7th Tradition of self-support, every group using the facility can **share in carrying the load**. Participating in this rotation is a vital expression of gratitude for the affordable space provided and a way for groups to contribute directly to the upkeep of our shared recovery home.

The Financial Reality

The QCMH has no budget or funds to hire professional cleaners. The House Committee assists and oversees the cleaning but cannot carry the full burden alone. Professional cleaning is estimated to cost three-quarters of our annual House Committee budget (approximately **\$12,000 per year**).

By participating in the cleaning rotation—or providing a Facility Upkeep Contribution—groups directly help keep rental donations affordable. Without this shared support, the QCMH would be forced to find other ways to fund the cleaning by possibly:

- **Increasing rental donation targets** for all groups.
- **Defunding program services and amenities**, including medallions, literature, coffee, and supplies provided at no cost.

Voluntary Cleaning Rotation

Deep cleaning is performed once per week on **Sunday mornings** as part of the House Committee's volunteer program. **The House Committee maintains a rotation schedule where groups can sign up for cleaning blocks to share in carrying the load.**

- **Service Commitment Guidelines:** Most groups hold one meeting per week and are asked to sign up for **at least 2 cleaning blocks per year**. Groups that hold multiple meetings per week are encouraged to contribute **proportionally more**, up to a maximum of **6 cleaning blocks per year**.
- **Example:** 1 meeting per week = **2 cleaning blocks** per year.
- **Example:** 2 or more meetings per week = **4 to 6 cleaning blocks** per year (overall cap of 6 blocks).

Facility Upkeep Contribution (Financial Support Option)

Groups unable to participate in the physical cleaning rotation may fulfill their responsibility through a financial contribution. This contribution directly funds professional cleaning for any unfilled slots, ensuring the facility remains clean for everyone.

- **Suggested Standard Contribution per cleaning block:** \$20 per month (in addition to rent).
- **Maximum Cap: \$100 per month**, regardless of meeting frequency.
- **Board Flexibility:** The Board may negotiate a contribution amount between the base rate and the maximum for any group based on unique circumstances.

Important Distinction

- **Standard Closing Protocol:** Basic post-meeting tidiness (wiping tables, removing trash, resetting chairs, etc.) is a **mandatory requirement** for every group after every meeting.
- **Sunday Cleaning Blocks:** These represent **deeper volunteer service** and an ongoing 7th Tradition contribution to the health and longevity of the QCMH.