



45 Colvin Avenue  
2<sup>nd</sup> floor, side entrance  
Albany NY 12206

## Meeting Room Use Guidelines/Requirements

### Welcome to the Capital District Recovery Center!

CDRC is a not-for-profit corporation formed by a group of local people for the purpose of serving the Capital District's recovering community. It is not affiliated with any 12-Step or other recovery program, but rather provides safe, affordable, accessible and convenient meeting space to all such groups.

The following guidelines have been established and apply to all activities at 45 Colvin Avenue, which includes the building and property.

1. Rent will be determined by the dollar amount collected at each meeting on the honor system as follows:
  - ½ will be submitted in a provided envelope to the CDRC volunteer on duty.
  - ½ will be retained by the meeting.
2. CDRC will provide coffee for the meetings.  
This service is subject to change, based on CDRC's experience moving forward.
3. Our main entrance is on the north side of the building. The front door on the street side is available for handicap access.
4. Smoking is permitted ONLY in the designated area at the far rear of the parking lot.
5. It is suggested that cell phones be silenced or put on vibrate while in the facility as a courtesy to others.
6. Individual groups are responsible for maintaining safety and order within the walls of the meeting room.
7. CDRC will assist meetings in maintaining safety when requested, which could result in a call to 911.
8. The following are prohibited at CDRC:
  - A. Possession or use of alcohol and illegal drugs.
  - B. Firearms and any other weapons.
  - C. Aggressive behavior, harassment, vandalism, loitering, and solicitation.

Groups are expected to return the room to the condition they found it in, and to vacate within 15 minutes of the ending time.

Signed and agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Group Rep

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
CDRC Executive Director

If doors are locked, please call 518-487-4617.