

August 24, 2004

To All NA Groups,

In order to keep our relationship on positive terms, we feel it is necessary to review some expectations of hosting meetings at United Evangelical Church. Enclosed you will find a copy of the agreement which you signed when you began to meet at United, as well as the list of rules regarding building use. We have provided you with these documents to remind you of the expectations we have of your group.

Since compliance with these expectations over the past 3 years has been less than desirable, we are requesting additional tasks of your leaders so that you may continue to hold meetings at our church. Specifically, leaving the building as you have found it, and smoking are the two areas that need to be attended to more diligently by your leaders.

We have provided two urns for cigarette butts, one by the East Ave. entrance and one by the Dillon St. entrance. **Remind your group to put all cigarette butts in these urns. This is NOT an option! In addition to this reminder we ask that whoever is responsible for closing the building to also clean up the butts that did not make it into the urns and to empty the urns of trash.** We are receiving several complaints from neighbors for this problem. If we continue to receive complaints, we will have to close the church to your meetings.

An additional concern is the loitering of people outside as they smoke. **We request that you remind people not to loiter in the alley or in front of property that is not church property. YOU ARE WELCOME ON OUR PROPERTY!** But do not assume that you are welcome on our neighbors' properties.

We know that NA is not responsible for people outside of the meeting, however we also know that people who are serious about their recovery are receptive to requests made of them by the leadership. It is the few who are not serious about recovery with which we have concerns. If things do not improve we will ask you to close your meetings to court ordered individuals. If that would be against your mission, then we will have to ask you to leave.

Finally are some issues of leaving the building as you found it. **All chairs are to be straightened after meetings, and all fans, air conditioners, and lights are to be turned off. Also the bathrooms are to be checked to make sure they are clean.** A specific concern is that our janitor has been finding sputum on the tops of the urinals. **THIS IS TOTALLY UNACCEPTABLE!** This poses a health hazard as both hepatitis and HIV are transmitted in sputum. **Our request is that whoever is closing the building make sure all toilets have been flushed and to clean up any sputum.**

It is our wish to continue to partner with NA in the ministry of recovery, and we feel that we have acted in good faith in our commitment to you. However we need your help to make a continued relationship possible. The future of your meetings at United Evangelical Church is in your hands.

In Christ,
United Evangelical Church Council