

# FLASCNA Key Holder/ Key Code Guideline

Revised 11/2015

3000 Fallbrook Street Geneva, New York

P.O. Box 921 Geneva, New York

The purpose of this guideline is to make clear the responsibilities and accountability of any and all members who are to hold a key or code for any lock to or within FLASCNA's meeting place or P.O. Box.

### List of Requirements and Responsibilities

1. Must have no less than one year continuous clean time.
2. Will never pass the key or code to another member with the exception to return a key to the FLASCNA Facilitator.
3. Will leave the meeting place in good order including, but not limited to: trash clean up, closing all windows, turning off all electrical items, and cleaning up any clutter generated by members' presence.
4. Will ensure that all cabinets and locks within the meeting place are locked and secured.
5. Will make sure that all bathrooms are clean, and lights off.
6. In the event of a relapse, will return the key to the FLASCNA facilitator immediately.

*By signing this "Key Holder/ Key Code" guideline, I will adhere to the above listed responsibilities.*

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Key/Code is for. . .**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Witness**