



# EASTERN NEW YORK REGION

## MEETING PLACE INSURANCE REGISTRATION FORM

**Please complete all information**

**Include the street address by number of your meeting place!**

Group Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

This group holds \_\_\_\_\_ meeting(s) per week

Area Service Committee Name : Western Queens

Regional Service Committee Name: Eastern New York Region

### Group's Meeting Information

Meeting Days	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Meeting Time							
Language(s)							
Format							
Wheelchair Accessible							
Room Name							
Open/Closed*							

### Meeting Location

Building Name : \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_

Postal Zip: 11901 \_\_\_\_\_ Country \_\_\_\_\_

### Contact Info for the Meeting place

*This is typically a email address of a stable group member who can forward any communication from NA World Services, or the ENYR to the NA group. This may or may not be a current group trusted servant, and is not the group's meeting location address.*

Group Contact: \_\_\_\_\_

Address : \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_

Postal: \_\_\_\_\_ Country \_\_\_\_\_ Phone : \_\_\_\_\_

Email Address : \_\_\_\_\_



August 1, 2008

For Western Queens GSR's

Thank you for allowing me to serve Western Queens Area in the position of the Western Queens Area Insurance Liaison.

This means I will be the point of contact person for insuring meeting places, and any events held in our area.

I am including the form that needs to be filled out.

Please be specific when filling it out, if you have any questions please feel free to call me.

Then bring it with you to area next month.

If your group doesn't need insurance PLEASE bring the form back to area anyway, write your group name on top and do not need insurance across the form.

To find out if you need insurance, please ask the contact person at your meeting space-

1. Are we covered by your general liability insurance as part of our rental agreement? If the answer is yes, it needs to be in writing. If the answer is no, then tell them we'll provide our own insurance. Always ask if we're already covered before offering to self-insure.

2. The Insurance registration form should be filled out completely by the GSR (or whoever is doing the footwork) including the number of times the meeting meets per week; day(s) and times anyone will be in the facility (including set-up and clean-up time); EXACT address (it can't be just 2 street names); and a group contact person with their contact info.

Thank-you for your help.

In loving service,

Sam M.

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