**Meeting Place Tips**

From time to time there is a need to find a meeting place for a new group or find a new spot for an existing support group. The DBSA Support Group Meeting Place Guide is designed to help you identify potential meeting places that you may not have thought about. This guide was put together with the help of a seasoned meeting planner.

**Hotel Space:**

Hotels are very focused on profits and tend to not want to donate space if they can make some money on it. If a chapter officer is a member and works for a larger hotel, then you could approach them; otherwise, it is recommended that you look elsewhere.

Smaller, non-full service hotels might be a better option. They may be located near the airport, or in a corporate park, a suburban area, or near a university and have more flexible openings (other than on big weekends). The advantage here would be available parking and maybe public transportation.

Either type of hotel will want the flexibility to move the meeting around to accommodate other groups that they may have in-house.

**Alternative Options to research:**

* Restaurants that have a private room that might be available for an off time
* Retirement homes – they usually have a meeting room or activity room that might be available
* Churches or temples or other religious buildings. Some have schools attached that might have classrooms you could use in off hours. Community rooms or banquet rooms etc.
* VFW Halls, Rotary, or other club type places. Note: VFW Halls are currently in transition with so many veterans decreasing their engagement.
* Community Centers – These may be located in parks or recreation areas, or municipal buildings. Sometimes a City Hall might have rooms they let people use.
* Schools – especially good for evening meetings when classes are not in session.
* Public Library – they usually have a room for meetings.
* Condominium Buildings that have a party room – you would probably need to be sponsored by someone living in the condo, not alwayst.
* Hospitals or medical centers that might have rooms available that they traditionally use for education or community events.
* Office buildings that have several tenants and may have meeting rooms for the use of those companies. Again, you probably need to have someone who works in that building request the space.

**Other things to consider**:

* Times that you want to use the room. Look for off-times if you have the flexibility. Like a restaurant for a breakfast meeting, school classroom after hours. Churches during the week.
* Size of the group. Is it a circle for 10 people with just chairs, or do you need a large room with tables/writing desks.
* Parking – do you need it, is it available?
* Do you need to serve refreshments? Is Coffee available, soda machines, can you bring your own?
* Insurance coverage – does the facility require it? Some may, some may not.
* Security issues.