



Application for Use of The Meadows House

HOMEOWNERS ASSOCIATION, INC.

Applicant: Name _____
Address _____
Phone _____

Group Use: **Private Use:**
Group Name: _____ # of Attendees _____
Purpose: _____ # of Vehicles _____
Date: _____ Music Yes No
Time: From _____ To _____

I, _____, hereby assert that I have read and understand the Procedures and the Rules & Regulations written on the reverse side of this application and that I will abide by same.

Applicant's Signature **Date**

Approved: _____
Signature **Date**
Rejected: _____
Signature **Date**
Inspection of Premises: Pre **Post**

Usage Fee:	<input type="checkbox"/>
Security Deposit:	<input type="checkbox"/>
Cert. of Insurance:	<input type="checkbox"/>
Waiver of Liability:	<input type="checkbox"/>

If request rejected, reason: _____

RULES FOR THE USE OF THE MEADOWS HOUSE

PROCEDURES:

- ❑ A resident of The Meadows may request use of The Meadows House for a *private function* by making application at least 3 weeks prior to the event. Reservations may be made up to 3 months in advance. A *private function* is defined as a group comprised of invited guests of a Meadow's resident. The Meadows House may also be used for non-profit affairs. However, private business meetings and/or profit-making enterprises are not permitted.
- ❑ *A usage fee of \$100 plus a refundable security deposit of \$100 must accompany the application.* Checks are to be made payable to The Meadows HOA. A minimum of \$300,000 liability insurance is required for a private party. The applicant must add The Meadows at Martin Downs Homeowners Association, Inc. as additionally named insured for the date of the party. *A Certificate of Insurance must be submitted along with the application.*
- ❑ The applicant must be in attendance at all times during the event. He or she must report all accidents, emergencies, carpet damage, furniture or building damage which may have occurred to the Property Manager immediately or by the following workday. The applicant is responsible for the care of the building and is liable for any and all damages which may occur during its use. An inspection of the building, with the applicant present, will be made both before and after the event. The security deposit refund will be made contingent upon a satisfactory inspection. Exceptions must be approved by the Board.
- ❑ The key to The Meadows House is to be procured from the office either on the weekday of the event or on Friday if on a weekend. It must be returned on the first business day following the event.
- ❑ For private functions of 30 or more, a security guard must be hired to control parking and supervise the exterior area. A guard from MDPOA security costs approximately \$10 per hour and a guard from the Sheriff's Dept costs \$20.00 per hour.

RULES & REGULATIONS:

1. **NO ALCOHOLIC BEVERAGES ARE ALLOWED EXCEPT AT BOARD SPONSORED FUNCTIONS.**
2. The total number of occupants shall not exceed 80 persons.
3. Smoking is not permitted inside the building at any time.
4. Teenage guests and other youngsters must have adult supervision at all times.
5. A telephone has been installed in the lobby for emergency use. The guardhouse number is 220-3290.
6. The building must be cleaned and all trash removed immediately following the event.
7. Chairs and tables should be placed in original storage in a tidy fashion.
8. All lights should be turned out and all doors locked and the alarm set.