

APPLICATION FOR USE OF
THE MEADOWS HOUSE

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

Usage Fee:
Security Deposit:
Cert. Of Insurance:
Waiver of Liability:

Inspection of Premises: Pre Post

If request is rejected, note reason:

-PLEASE READ OTHER SIDE-

RULES FOR THE USE OF THE MEADOWS HOUSE

■ A resident of The Meadows may request use of The Meadows' House for a *private function* by making application at least three (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 Meadows 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 "Meadows HOA." A minimum of \$300,000 liability insurance is required. The applicant must add The Meadows at Martin Downs Homeowners Association, Inc., as additionally named insured for the date of the event. A *certificate of insurance must be submitted along with the application.*

■ The applicant must be in attendance at all times during the event. He/she must report all accidents, emergencies, carpet damage, furniture or building or landscape 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 furniture and is liable for any and all damages which may occur during use. An inspection of the area, with the applicant present, will be made both before and after the event. The \$100 security deposit is 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 functions of 40 or more, a security guard must be hired to control parking and supervise the area. It is possible to arrange for a guard from Martin County Sheriff's Department. Contact the Sheriff's department directly to make arrangements. Applicant is required to

provide a list of names of all guests to Security at the gate prior to guests' arrival.

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. The building must be cleaned and all trash removed immediately following the event.
6. Chairs and tables should be placed in original storage in a tidy fashion.
7. All lights should be turned out and all doors locked.
8. A list of attendees must be provided.

February 2016