

THE MEADOWS COMMUNITY CENTER

OWNED AND OPERATED BY THE MEADOWS HOMES ASSOCIATION

Pavilion and Kitchen Rules and Regulations

1. Hours are from 7:00 AM to 11:00 PM daily. Key available the day of the event.
2. Scheduling is done on a first-come, first-serve basis for both the kitchen and Pavilion by contacting, weekdays (9AM to 5PM Linda Shreve 751-8434 or E-Mail, MHAPavilion@Yahoo.Com
3. For all events a refundable cleaning deposit of \$35 will be charged for groups up to 25; and \$60 for groups 25 to 50, \$85 for groups 51 to 75. A non-refundable \$25 usage fee will be charged for use of the kitchen. **Make checks payable to Meadows Homes Association.** For Non-members there will be an additional rental fee for use of the Pavilion. Group charges same.
4. Door key will unlock bathrooms.and rear gate.
Please lock before leaving.
5. Cleaning deposits are refundable, providing the facility is left clean, free of debris and furniture properly cleaned and stored. Non compliance will result in forfeit of deposit. **Absolutely no confetti or bits of paper in the Pavilion. No glue, tape or staples on walls or windows.**
6. Clean up of the pavilion and kitchen is the responsibility of the member(s) and must be done the same day or night, unless other arrangements are made in advance. All trash must be bagged, removed and **deposited in the dumpster** in the parking lot. **The vacuum is in the closet--no key is necessary.**
7. Tables and chairs must be properly cleaned and stacked. Instructions are located on rear wall of storage room.
8. Kitchen is accessible through sliding doors. Turn alarm off before entering.
9. **All** lights must be turned off prior to leaving the building. Use the walkway timer lights to exit. Insure all kitchen appliances are turned off.
10. To deactivate the alarm, push 9-9-9-9- **OFF**. The security alarm must be set prior to leaving by closing and locking all doors. Push **READY** button, then push 9-9-9-9 **AWAY**. **If alarm does not activate, check all doors and repeat deactivating procedure, then activate.**
11. Members reserving the MCC are responsible for the conduct of their guests and will be liable for any damage done to the Community Center.

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Application for Facility Use

Office Hours 9AM to 5PM M-F excl Holiday

Contact Linda Shreve, - MCC Supervisor for Scheduling and Availability

E-mail MHAPavilion@Yahoo.com Tel# 760-751-8434

NAME OF APPLICANT _____ PHONE _____
ADDRESS _____
NAME OF ORGANIZATION (IF APPLICABLE) _____
DATE OF EVENT _____ TIME OF EVENT _____
USE OF TABLES/CHAIRS? _____ KITCHEN? _____ POOL? _____
PURPOSE OF MEETING _____
NUMBER OF ATTENDEES EXPECTED _____
WILL ALCOHOL BE SERVED ? _____ WILL MUSIC BE PLAYED? _____

THE APPLICANT FURTHER AGREES TO THE FOLLOWING

1. To leave the facilities in the same condition as they were prior to such use immediately following each session .
2. To pay the cost of necessary repairs for anything damaged as a result of such use.
3. That the MCC facilities will not be used for any purpose in violation of the law or the MHA rules.
4. That the said facilities shall be used only by the applicant (individual or organization) and applicant's members and guests at the above stated time.
5. Each meeting or session shall be controlled by a sponsor who shall be responsible to the MHA for monitoring the activities of those attending each meeting or session, to insure that all activities and persons are in compliance with the terms of this application.
6. All persons attending each meeting or session shall comply with and conform to Rules and Regulations of the Meadows Community Center.
7. Any privileges granted hereunder may be terminated and canceled by action of the Board Directors of the MHA at any time upon such terms, notice and conditions as it may, in its sole and absolute discretion, so decide.
8. Alcohol: The sale of alcohol on the premises is not permitted.
Alcohol will not be provided to a minor (under 21) at any time or under any circumstances.
If alcohol is provided by the sponsor, it is the sole responsibility of the sponsor, and the sponsor agrees to indemnify and hold harmless the MHA from all associated claims.
9. Any and All music (disc jockies, live bands etc.) will be played **INSIDE** the pavilion ONLY.
10. **The key is available the day of the event. Exceptions must be prearranged.**
11. **Make checks payable to Meadows Homes Association.**

SIGNATURE OF APPLICANT

DATE

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FOR OFFICE USE Cleaning deposit fee _____ Kitchen usage fee _____ Non member rental
fee _____ Cleaning Deposit Refunded Yes _____ No _____