

**MEADOW CREEK CONDOMINIUMS  
Community Room Agreement**

Date of Gathering: \_\_\_\_\_ Caretaker on Duty: \_\_\_\_\_

Starting Time: \_\_\_\_\_

Stopping Time: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name(s) of Resident(s): \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number (W): \_\_\_\_\_

(H): \_\_\_\_\_

**Information & Rules:**

- 1) Office hours for making arrangements: Monday - Friday, 8 AM - 6 PM.
- 2) Rental fee for use of room are as follows:
  - Owner: Rental - \$0.00, Security Deposit (money order only) \$100 (no alcohol), \$250 (with alcohol)
  - Renter: Rental - \$30, Security Deposit (money order only) \$250 (no alcohol), \$600 (with alcohol)
  - Neighborhood, Community & School groups : Meeting - Rental and Security Deposit \$0.00, Activity - Rental \$0.00, Security Deposit \$100.00

Any applicable rental fees must be paid in order to reserve the room. The deposit is due in the Association office one week prior to the event (on a business day).
- 3) No part of the deposit will be released until the room is inspected with the Site Manager and the person who completed the check-in inspection.
- 4) **The deposit will be forfeit if any of the following occurs:**
  - The gathering does not end and the room is not closed, cleaned and trash removed by 12:00 midnight.
  - The person who reserves the room is not in attendance at the gathering at all times. (The person who reserves the room must be at least 21 years old, and must show evidence of residency at, or ownership in, Meadow Creek.)
  - The legal occupancy of 125 is exceeded.
  - The gathering is not confined to the room. (The swimming pool shall not be used in conjunction with the room.)
  - A live band plays at the gathering, and/or the volume of any audio system used at the gathering disturbs the residents of the apartments above the room.
  - There is smoking in the room.
  - Keg beer is brought into the community room and/or served as part of the event.
  - The police are called as a result of noise violations or other issues associated with the gathering.

**Intended Use Of Facility:**

Approx. number of guests: \_\_\_\_\_ Type of Gathering: \_\_\_\_\_

Will any alcoholic beverage be served? No\_\_\_ Yes\_\_\_ **If yes, please be aware of the increased deposit and restrictions.**

**Agreement for Use of Facility:**

I hereby acknowledge receipt of this agreement, agree to the above rules and conditions, and confirm the intentions indicated above. I understand that Meadow Creek will not be responsible for the loss or theft of any belongings of any person using the room. I further understand that I am responsible for my guests and their compliance with all Meadow Creek Association policies while on site.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Rental Fee:</b> _____	_____	\$ _____ (Non refundable)
	Date received	Check or Money Order # _____
<b>Deposit:</b>		
Security deposit received on: _____		\$ _____ Money Order # _____
Inspection Completed: date _____		by _____
Deductions from Security Deposit:		
Violations (details) _____		
_____		
_____	Forfeit all deposit	
Repairs: _____		
_____	\$ _____	
Cleaning: _____		
_____	\$ _____	
	Total deductions:	\$ _____
<b>Amount refunded or (due):</b>		\$ _____
<b>Acknowledgment of refund received:</b>		