



THE MEADOWS

Facility Use Application and Agreement

This Agreement is entered into by and between The Meadows Neighborhood Company (MNC) and the User named set forth below for the purpose of renting certain MNC facilities to the User for the purposes set forth herein. The User agrees to abide by and conform to The MNC's policies and procedures as well as all other rules and regulations from time to time adopted or prescribed by the MNC.

The User shall be the person or organization listed on the Facility Use Application and Agreement. Organizations must designate an Authorized Representative. Individual Users may not designate a separate Authorized Representative unless they are one of the people getting married in a wedding. The User is responsible for all payments and insurance obligations under the Agreement. The User, or User's Authorized Representative if applicable, shall serve as the contact person for all communications with The MNC concerning the Facility Use and Agreement.

User Name (Individual): _____

Organization(IfApplicable): _____

Address (Street, City, State, Zip): _____

Cell Phone: _____ E-mail Address: _____

Facility Use Information

Rental Day/Date/Time: _____

Set Up Time: _____ to _____ Clean Up Time: _____ to _____

Rental Time Instructions: Your Rental Start Time and Rental End Time will be the total period of time for which you will be paying. These are also the only times you may access the facility. Users are not allowed to come early or stay later than their rental period. The MNC requires Users to allocate at least 1 hour at the beginning of their rental and at least 1 hour at the end of the rental for Rental Set-up and Rental Clean-up. These set-up and clean-up times must be within the timeframe for the entire rental.

Total Reservation Hours: _____ (30 minute increments are allowed)

Type of Event: _____ # of Guests: _____

*Grange: Cannot exceed 125 to include all guests, vendors, etc.

*Taft House: Cannot exceed 25 to include all guests, vendors, etc.

Will alcohol be served? **Yes** **No**

(If "Yes", you must submit a Request to Serve Alcoholic Beverages form with this application)

**** Any rental with 100 or more guests must have a licensed and insured bartender**

**** Any graduation party serving alcohol, regardless of number of guests attending, must have a licensed and insured bartender**

Will a flyer be distributed to publicize the event? **Yes** **No**

(If "Yes", please attach to this application)

Are you requesting to hold a fundraiser? **Yes** **No**

(No fundraising functions are permitted on the premises unless pre-approved in writing by the MNC)

Are you planning to offer anything for sale? **Yes** **No**

Does this rental fall between November 1 and January 3? **Yes** **No**

(If yes, please note The Grange will be decorated for the holidays and the décor cannot be removed)

Does this rental fall between Memorial Day and Labor Day? **Yes** **No**

(If yes, the pools will be open daily from 10 am-8 pm. The facility can be rented, but please note, the pools do not close for rentals and you cannot use the pool during your rental.)

Do you wish to use a grill at your event? **Yes** **No**

(If yes, you will need to provide your own grill and place in the designated location for grills)

Authorized User Request

I am with an Organization and need an Authorize Representative.

I am the bride/groom and need an Authorize Representative.

1. If one of the options above was selected, you must fill out the Authorized Representative Agreement (This is a separate page and must be requested from and approved by the Recreation Supervisor)
2. If neither of those applies to the User, the User must be present at all times and may not request an Authorized Representative.

Terms and Conditions of Facility Use Agreement

The User is responsible for all fees due, any damage, and for the conduct and welfare of all persons, including the supervision of all minors in attendance. The User is further responsible for paying full replacement cost or full repair cost, as determined by the MNC, for any property loss or damage resulting from the use of MNC property by the User or User's guests.

This Agreement is not transferable. Violation of this provision, any other provision of this Agreement or any MNC rule, procedure, or regulation, could result in the immediate termination of this Agreement, immediate termination of event/rental, and/or forfeiture of the rental fee and deposit at the sole discretion of the MNC. User is to initial each line identifying the terms and conditions of this rental agreement signifying they fully understand and agree to all terms and conditions.

_____ User acknowledges they have received a copy of The Meadows Rental Policies and Procedures packet and that they have read it in its entirety, thoroughly understand it, and will comply by all of the rules and policies in it.

_____ Set-up and takedown of the facility, including moving of all furniture, is the responsibility of the User.

_____ Cleaning the facility to include vacuuming, sweeping, mopping, trash removal and wiping down surfaces is the responsibility of the User with the exception of the restrooms. Cleaning supplies are provided for the User.

_____ User acknowledges candles (other than pre-approved birthday candles) or open flames are not permitted anywhere on The Grange or Taft House property. Standard sterno containers are acceptable for warming food.

_____ The User understands that the MNC cannot put every rule, policy, and regulation in this Agreement or The Meadows Rental Policies and Procedures packet. Due to this, MNC staff will have the final say on all issues that arise. The MNC also retains the right to change their policies and procedures at any time.

By signing below, User acknowledges receipt of all MNC policies and procedures and rules for rental of MNC facilities and the terms of each which are incorporated herein by this reference.

I certify that information provided in this Agreement is true and complete. I understand that providing false information or omitting material information may result in the termination of this Agreement. I further certify that I have read, understand, will abide by, and will communicate to all individual users, all MNC policies, rules, and regulations as stated herein.

User's Signature: _____ Date: _____

MNC Representative Signature: _____ Date: _____