



**Meadview Civic Association, Inc.**

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**MEADVIEW CIVIC ASSOCIATION FACILITIES AND EQUIPMENT USE AGREEMENT**

All requests for use of this facility and its equipment **MUST** be made in writing by the person or persons representing the Organization and/or Private Party.

**At NO time any changes will be made to this agreement** unless the person or persons whose name and/or signature appears below makes such requests **in writing**.

The undersigned agrees to the following regulations in respect to the use of the MCA facilities and its equipment:

- A clean up/damage fee of \$50.00 is payable in advance. **\*\*PER POLICIES AND PROCEDURES ALL RECOGNIZED ORGANIZATIONS AND GROUPS ARE DEPOSIT EXEMPT. \*\*** This fee is refundable if the premises and equipment are left clean and undamaged. If damage in excess of \$50.00 is incurred, the party is responsible for the cost of repair/replacement as required.
- **Use of the auditorium/kitchen/restrooms and equipment will never include use of the Lounge or Swimming Pool which is never to be used by the Party using the Auditorium. \_\_\_\_\_ Initial**
- No liquor will be sold at the MCA without the Party obtaining a liquor license and full board approval. A copy of the license will be furnished to the MCA prior to the use of the facilities.

I have read, understand, and agree to these requirements.

Event Purpose: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_ Equipment requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Responsible Party

Return or  Shred Deposit Check

\_\_\_\_\_  
Printed Name of Responsible Party

\_\_\_\_\_  
Phone Number of Responsible Party

\_\_\_\_\_  
Name of Alternate Contact

\_\_\_\_\_  
Phone Number of Alternate Contact

**\*\*Please note\*\*** The MCA is only the facilitator for the use of these premises by your organization and at no time do we intervene in any decisions within your group or organization.

**All changes MUST be in writing.**

\_\_\_\_\_  
Signature of MCA approval agent