

## MEADVIEW CIVIC ASSOCIATION FACILITIES AND EQUIPMENT USE AGREEMENT

All request 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 request in writing.

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

1. A clean up/damage fee of \$50.00 is payable in advance. \* PER THE 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 cost of repair/replacement as required.
2. 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.
3. 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.

\_\_\_\_\_  
Signature of responsible party

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Name of contact person

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Name of person when contact is unavailable

\_\_\_\_\_  
Phone Number

Date of Use \_\_\_\_\_ Beginning time of Use \_\_\_\_\_ End Time \_\_\_\_\_

Equipment request: \_\_\_\_\_

\_\_\_\_\_

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

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

All Changes **MUST** be in writing.