



**MEADOW POINTE II CDD
PRIVATE PARTY/RECREATION CENTER RENTAL AGREEMENT
Room Rentals Do Not Include Use of the Pool or the Lobby**

Please Print Clearly

Renter (Applicant or Group Representative)						
Group / Organization						
Address, City, State, Zip						
Meadow Pointe	MPII []	MP I []	MPIII []	MPIV []	Village	
Telephone Numbers	Day		Evening		Cell	
Day and Date				Time (Must be 4-hours)		
Room # Desired: Room 2 and/or Room 3 (one room for less than 25 persons)				Please provide number of attendees: (25 persons per room maximum)	Adults	Children
Purpose /Event					TOTAL	
Is this a surprise party? If yes, include contact information in space provided	If "YES", please provide contact name & telephone no					
Would you like this event announced on the announcement board in front of the building?	"YES" (please circle one) "No"					

Information for Private Party Reservations – The following guidelines and procedures must be followed in order for Private Party Reservations to be made and approved by the Operations Manager or his/her designee: 1) Reservations must be made in person not over the telephone. Payment for the rental fee and the refundable security deposit are due at the time the reservation is made. 2) We understand it is easier to make a reservations by phone. However, the CDD policy is that reservation must be made in person; 3) If MP II Member is making the reservation on behalf of someone else; the Member must be in the facility throughout the event. 4) Only the Operations Manager can approve a reservation request thus reducing the risk of double booking. The Operations Manager may give the authority to a specified individual to make reservations in the Operation Manager’s absence; 5) a minimum of **1-hour** must be left between reservations to ensure that the proper cleaning of the Activity rooms has been performed and reservation must end 30-minutes prior to closing. The person reserving the facility must factor in set-up and clean-up time into their reservation. There is a **4-hour** limit for all events. Reservations must have a specific start and end time. The following are close times: Close/end time means closing time of the facility: 9:00 p.m. Monday through Sunday; 6) It is mandatory that all fees and deposits be collected, and all paperwork must be filled out at the time of the reservation. Fees and deposits must be made by the person making the reservation as they are the responsible party; 7) Staff or CDD Board Member must be on site during operating hours (except during a CDD Board meeting the staff does not have to stay after 9:00 p.m. as the CDD Supervisors will be responsible for the building). However, staff must be certain anyone not participating in the CDD meeting is out of the building and the building is locked when exiting; 8) Security Deposits (cleaning/damage deposits) will only be returned by the office staff. Rentors will need to come to the office Monday through Friday, between the hours of 8:00 a.m. to 4:00 p.m. The Staff will **NOT** return the deposit check at the end of the event (rental); 9) Cancellations - A **48-hour** notice for all cancellations is required. If proper notice is not given the rental fee will be retained in accordance with the rental agreement; however, the security deposit will be returned.

Please make all checks payable to Meadow Pointe II Community Development District (“MPII CDD”)

Rental Fee – MPII Residents there is no fee, but must leave a security deposit. Meadow Pointe Residents (MPI, III, & IV) are eligible to rent the rooms and may obtain their rate by contacting the clubhouse office. All rentals fees are per room for 4-hours. Maximum 2 rooms may be rented at one time. Renter is responsible for paying Rental Fee and Security Deposit at the time of making the agreement.

Security Deposit (Refundable) - A separate check for \$100.00 is required. If at any time the policies, terms, and/or conditions of this agreement are violated, the CDD reserves the right to deposit this security deposit. The Security Deposit Check is not deposited unless the Policies, Terms, and /or conditions of the agreement are violated. Security Deposit checks may be picked up Monday thru Friday from 8 a.m. to 4 p.m. If your Security Deposit check is not picked up within 30 days of your rental date the check will be destroyed.

Polices

1. Rentor must be at least 18 years of age.
2. Reservations are to be made no less than 2 weeks in advance of reservation date; however, consideration will be given on an individual basis. Payment for reservation will be deposited prior to the reservation date.
3. Reservations are under consideration on an individual basis, and if less than 2 weeks in advance of the reservation date, must remit payment for the reservation via cash or money order
4. Rentor must remain on property during the entire time of the rental.
5. All Children under the age of 14 must be supervised by an adult (18 years or older) at all times.
6. Number of guests must not exceed 25 person per room at anytime during the agreed rental time period.
7. **ABSOLUTELY NO ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, CONTROLLED SUBSTANCES OR FIREARMS ARE PERMITTED ON PARK PROPERTY INCLUDING THE CLUBHOUSE OR POOL/POOL DECK AT ANY TIME.**
8. The pool/pool deck may not be rented. **ROOM RENTALS DO NOT INCLUDE USE OF THE POOL**
9. The use of personal gas or BBQ grills are not permitted anywhere on the facility. See staff in advance for use of the clubhouse BBQ grill. The BBQ grill must be cleaned after usage. There is a separate form to be completed for the BBQ grill.
10. The lobby area may not be rented or used during rental period.
11. Rentor is responsible for the set-up and break-down of the room(s). Each room is supplied with four six-foot tables and twenty-five chairs; and two eight-foot tables.
12. Political and religious organizations may not rent the facility.
13. Rental times, includes set-up and break-down of the room, must fall within the normal block time of rental hours. **NO EXCEPTIONS WILL BE MADE.**
14. Guests of a private party are not permitted to use Fitness Center.
15. Rentor agrees not to use adhesive tape on wallpaper nor hang anything from light/fan fixtures.
16. Rentor will begin to clean rooms 30-minutes before their allotted time is expired. No arrangements will be made to exceed the designated time slots.
17. Rentor will empty all trash barrels used and remove trash from the Clubhouse prior to vacating the Clubhouse.
18. A 48-hour notice by the rentor for all cancellations is required. If proper notice is not given the rental fee will be retained in accordance with the rental agreement; however, the security deposit will be returned. Scheduled activities cancelled by the Rentor for causes outside of the CDD's realm will not be refunded if 48-hour notice is not given. Only cancellations made by the CDD will be refunded, as determined by the Operations Manager.
19. **ALL RETURNED CHECKS ARE SUBJECT TO A SERVICE CHARGE OF \$40 (SUBJECT TO CHANGE) AND ANY ADDITIONAL COLLECTION FEES AND ASSOCIATED LEGAL COSTS WILL BE CHARGED TO THE RENTOR.**

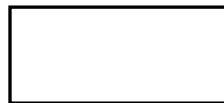
Return with Completed Rental Agreement

**Room Set-Up at MPIO Clubhouse
25 persons Maximum per Room**

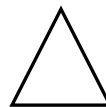
(Note: If using two rooms place dotted line down middle of box)

Date of Rental: _____
Name: _____
Telephone: _____
Purpose/Event: _____
Adults Youth

Please indicate placement using following symbols:



6' Rectangle Table
(Seats six - 4 per room)



8' Rectangle Table
(2 per room)



Chairs

RENTAL AGREEMENT

This is a license agreement between the MEADOW POINTE II COMMUNITY DEVELOPMENT DISTRICT (the CDD) and a resident of the Meadow Pointe community (the Rentor). Subject to the terms and conditions hereof, the RENTOR is hereby given a revocable license to use the Recreation Center and agrees to be responsible for such use as outlined on rental agreement form.

Terms and Conditions

- 1 RENTOR shall use the Recreation Center in a careful, legal, and proper manner and shall return the Recreation Center premises in as good condition as it was prior to the use thereof by the RENTOR.
- 2 RENTOR hereby assumes all risks of loss and damage to the Recreation Center and personal property therein from any cause including fire, smoke, water, or theft. None of the personal property shall be removed from the Recreation Center.
- 3 RENTOR has fully inspected the Recreation Center and the personal property therein and hereby acknowledges that same are in good condition and repair and that RENTOR is satisfied with and has accepted it in such good condition and repair. Anything contrary shall be reduced to a written statement by both parties with signatures.
- 4 RENTOR herewith deposits the sum of \$100 as a security for the performance or RENTORS obligations hereunder, without limiting the rights of the CDD to seek other remedies available to it for the breach of such obligations by RENTOR. The security deposit shall not be constructed as liquidated damages. If RENTOR does not Breach RENTORS obligations hereunder, the deposit will be returned to RENTOR. *Security deposit checks are destroyed if not claimed within 30 days of rental date. Security checks will not be returned until Operations Manager has determined that all requirements of this Rental Agreement have been met by RENTOR.
- 5 RENTOR shall indemnify the CDD and its supervisors, officers and agents including Recreation Center employees against ALL claims, actions, proceedings, costs, damages, legal fees, and liabilities of any nature whatsoever, connected with or resulting from the use of the Recreation Center by the RENTOR.
- 6 The Recreation Center and adjoining park facilities MAY NOT be used for commercial use nor can it be used for political events or religious services. Small groups may not meet privately for the purpose of religious study.
- 7 Banners and signs are limited to Celebratory messages such as Birthdays, Anniversaries, and such. ALL banners, balloons and signs must be approved by the Operations Manager and cannot be larger than twenty square feet in size. All banners, balloons, signs and decorations must be removed by the RENTOR at the end of the event. RENTOR must bring their own supplies, i.e. scissors, tape, etc.
- 8 The RENTOR shall not allow more than 25 guests per room at anytime during the agreed times of the Rental Agreement. RENTOR will be in violation of the FIRE MARSHALL if the number is more than 25 persons per room and will incur any fines levied against RENTOR and/or the CDD.
- 9 RENTOR is required to be present on premises AT ALL TIMES during the agreed rental times and shall supervise the cleanup of the Recreation Center. The cleanup will begin thirty minutes before the allotted time period expires and must be completed before the RENTOR vacates the Recreation Center. No agreements will be made for the cleanup to be performed at a later time. All clean up must be done thirty minutes prior to facility closing.
- 10 If an action is filed in relation to this agreement and the RENTOR is unsuccessful in such action, RENTOR shall incur ALL related legal costs. In addition to all other sums, RENTOR will be called upon to pay a reasonable attorney's fee to the CDD regardless of which party institutes such action.
- 11 RENTOR will not use the swimming pool and/or deck to entertain guests. RENTOR agrees not to entertain guests in the lobby area nor shall the lobby area be decorated. RENTOR will not allow guests to use fitness room. RENTOR will be responsible for guests both inside and outside of the Recreation Center. All guests under the age of 14 must be supervised by an adult at all times.

POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT PERMITTED IN THE CLUBHOUSE, ON THE POOL DECK OR ON PARK PROPERTY AT ANY TIME.

The terms hereof constitute the entire RENTAL AGREEMENT of the CDD and RENTOR. No oral statements have any force in effect or are binding upon the parties. The Operations Manager may cancel this agreement before or during the RENTAL time if he/she feels the RENTOR or guests have violated this Agreement in any manner. Pasco County Sheriffs Deputies will be called to disperse party guests if required. Persons found in the pool or on the pool deck after the facilities have been closed are subject to arrest for trespassing.

I have read the terms and conditions of the RENTAL AGREEMENT and by my signature agree to all terms and conditions herein on the date listed below.

Signature of Rentor

Print Name

Date

Signature of CDD Representative

Print Name

Date

FOR OFFICE USE ONLY

Resident MPII [] Resident (MPI, III, IV) [] Rental Fee \$_____ Check # _____ Security Deposit: \$100 Check # _____
(Max. 2 Rooms)

MEADOW POINTE II CLUBHOUSE CHECKLIST

FORM TO BE COMPLETED BEFORE AND AFTER FUNCTION

DATE OF RESERVATION: _____

RENTOR: _____

TIME OF RESERVATION: _____

CONTACT NO.: _____

ACTUAL TIME: IN _____ OUT _____

PURPOSE / EVENT: _____

RENTOR RESPONSIBILITY		BEFORE	AFTER	RENTOR	STAFF*
CLUBHOUSE	Entryway tile swept / mopped				
	Carpets vacuumed				
	Tables cleaned and activity room (s)				
	All chairs cleaned and put back				
	All glass windows, doors) cleaned				
	All tables put back in original position				
	Sweep / mop activity room floors				
	All decorations removed				
TRASH	All trash to the larger barrel on side of the building				

RENTOR RESPONSIBILITY		BEFORE	AFTER	RENTOR	STAFF*
KITCHEN	Floors swept / mopped				
	Counter Tops cleaned				
	Kitchen supplies cleaned and put away				
	Food items removed from refrigerator/freezer				
	Garbage can emptied				
ENTRY WAY	All trash removed from front of Clubhouse				
	All decorations removed				
REST ROOMS	All paper towels and trash picked up				
	Counter tops cleaned				

**All items that are not completed by resident should be completed by staff.
Operations Manager should be notified of items not completed by rentor, as security deposit may not be returned.**

Rentor Signature _____ Date _____

Staff Signature _____ Date _____

(FOR OFFICE USE ONLY)

		BEFORE	AFTER	STAFF*
STAFF	Check all stackable chairs for stains/damage			
	Check couches and pillows for stains/damage			
	Note any stains/damage on carpet/flooring			

Notes:

**Staff: Your initials indicate that the above items have been completed to the satisfaction of the District.*

