



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

*Please Print Clearly*

<b>Renter</b> (Applicant or Group Representative)									
<b>Group / Organization</b>									
<b>Address, City, State, Zip</b>									
<b>Meadow Pointe</b>		MPII [ ]	MPI [ ]	MPIII [ ]	MPIV [ ]	<b>Village</b>			
<b>Telephone Numbers</b>		<b>Day</b>		<b>Evening</b>		<b>Cell</b>			
<b>Day and Date</b>						<b>Time</b> (Must be 4-hours)			
<b>Room # Desired:</b> <b>Room 2 and/or Room 3</b> <i>(one room for less than 25 persons)</i>						<b>Please provide number of attendees:</b> (25 persons per room maximum)	<b>Adults</b>	<b>Children</b>	
<b>Purpose /Event</b>							<b>TOTAL</b>		
<b>Bounce House/Inflatable Rental</b>		<b>Yes/No</b>	<b>If "YES", please provide a copy of contract agreement-Renter must verify that MP II Office has a current COI on file-if a COI is not on file on the day of the party, the bounce house will not be allowed to be set up.</b>						
<b>Would you like this event announced on the announcement board in front of the building?</b>				<b>"YES"</b> (please circle one)				<b>"No"</b>	

**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 reservation 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. 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. 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 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. 10) Reservations must be placed at least 2 days in advance.

**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. A 48-hour notice for all cancellations is required. If proper notice is not given the rental fee will be retained.

**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  
*As of 4.21.18*

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.

### Policies

1. Renter must be at least 18 years of age.
2. Renter must remain on property during the entire time of the rental.
3. All Children under the age of 15 must be supervised by an adult (18 years or older) at all times.
4. Number of guests must not exceed 25 persons per room at anytime during the agreed rental time period.
5. **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.**
6. The pool/pool deck may not be rented. **ROOM RENTALS DO NOT INCLUDE USE OF THE POOL**
7. 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.
8. The lobby area may not be rented or used during rental period.
9. Political and religious activities may not be performed within the facilities.
10. 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.**
11. Guests are not permitted to use Fitness Center.
12. **Gambling is prohibited.**
13. Renter agrees not to use adhesive tape (painter's tape IS permitted) nails or tacks to decorate walls. Nor should anything be hung from the light/fan fixtures.
14. Renter will begin to clean rooms 30-minutes before their allotted time is expired. No arrangements will be made to exceed the designated time slots.
15. Renter will empty all trash barrels used and remove trash from the Clubhouse prior to vacating the Clubhouse.
16. A 48-hour notice by the renter for all cancellations is required. If proper notice is not given the rental fee will be retained in accordance with the rental agreement.
  - a. Scheduled activities cancelled by the Renter 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.
17. **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**

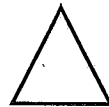
*(Note: If using two rooms place dotted line down middle of box)*

Please indicate placement using following symbols:

Date of Rental: \_\_\_\_\_  
Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Purpose/Event: \_\_\_\_\_  
Adults      Youth



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 Renter). Subject to the terms and conditions hereof, the RENTER 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 RENTER 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 RENTER.
- 2 RENTER 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 RENTER has fully inspected the Recreation Center and the personal property therein and hereby acknowledges that same are in good condition and repair and that RENTER 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 RENTER herewith deposits the sum of \$100 as a security for the performance or RENTERS obligations hereunder, without limiting the rights of the CDD to seek other remedies available to it for the breach of such obligations by RENTER. The security deposit shall not be constructed as liquidated damages. If RENTER does not Breach RENTERS obligations hereunder, the deposit will be returned to RENTER. \*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 RENTER.
- 5 RENTER 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 RENTER.
- 6 The Recreation Center and adjoining park facilities MAY NOT 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 RENTER shall not allow more than 25 guests per room at anytime during the agreed times of the Rental Agreement. RENTER 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 RENTER and/or the CDD.
- 9 RENTER 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 RENTER vacates the Recreation Center. No agreements will be made for the cleanup to be performed at a later time.
- 10 If an action is filed in relation to this agreement and the RENTER is unsuccessful in such action, RENTER shall incur ALL related legal costs. In addition to all other sums, RENTER will be called upon to pay a reasonable attorney's fee to the CDD regardless of which party institutes such action.
- 11 RENTER will not use the swimming pool and/or deck to entertain guests. RENTER agrees not to entertain guests in the lobby area nor shall the lobby area be decorated, RENTER will not allow guests to use fitness room. RENTER will be responsible for guests both inside and outside of the Recreation Center. All guests under the age of 15 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 RENTER. 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 RENTER 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 Renter

\_\_\_\_\_  
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)

DATE OF RESERVATION: \_\_\_\_\_

TIME OF RESERVATION: \_\_\_\_\_

ACTUAL TIME: IN \_\_\_\_\_ OUT \_\_\_\_\_

RENTOR RESPONSIBILITY	BEFORE	AFTER	RENTOR	STAFF*
Carpets vacuumed				
Tables cleaned				
All chairs cleaned				
Floor swept and mopped				
All decorations removed				
All trash removed and taken to dumpster on side of the building				
CLUBHOUSE				
TRASH				

Rentor Signature \_\_\_\_\_

Staff Signature \_\_\_\_\_

(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			

