



## MCCA Board Room Request Form

<b>Resident Name:</b>	
<b>Address:</b>	
<b>Lot/Division:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Name of Group:</b>	
<b>Meeting Dates:</b>	

Charge for use is \$25 per meeting for the first 1-2 hours. Meetings longer than 2 hours will be charged at an hourly rate of \$15 per hour, or portion thereof, after the initial 2 hours. (Charges are waived for MCCA Sub-Association meetings.)

*Cancellations require 72 hours' notice, or you will be charged the regular \$25 fee.*

The resident requesting this room agrees to:

- Be personally responsible for all rental charges and cancellation charges related to the meeting, any unpaid fees will be applied to the responsible resident's lot,
- Be present in the building for the duration of the meeting,
- Pay for the cost of repair of any and all damages to the property caused by the meeting attendees,
- Call MCCA Security to unlock the building prior to the meeting, and to lock up the building after the meeting,
- Ensure all trash is properly disposed of, dishes are returned to the kitchen, the kitchen and board room tables are wiped down, any leftover food is removed from the premises.

By signing and dating below you indicate that you agree to the all the rules and stipulations above.

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Resident Signature

Date

10/18/19