



POLICY STATEMENT— Meadows Community Center and Meadows Lifestyle and Wellness Facility and MCA Meeting Room Scheduling, Space Assignments and Rules

The Meadows Community Association's (MCA'S) meeting rooms are designed for use by The Meadows Community Association (MCA) Board of Directors, The Assembly of Property Owners and as a meeting place for the MCA's various committees and the associations of The Meadows. The Community Lifestyle and Wellness Facility is designed and built to accommodate two distinct venues – MCA's meeting and conference room facilities which are managed by the MCA and secondly, as Fitness Center which is operated by The Meadows Country Club. The MCA owns the building and is the landlord for the tenant, The Country Club, that is leasing space for the Fitness Center. This policy applies to all of the MCA's meeting and conference room facilities at 2004 Longmeadow as well as in 3350 Longmeadow.

The nature of any activity planned for the meeting areas must be made known to the management at the time of the request and be pre-approved. All activity must be compatible with the quality of life enjoyed by the residents of The Meadows.

The MCA makes every effort to accommodate the meetings of the various activities, clubs, educational and recreational programs that make such an important contribution to the lifestyle our residents enjoy in The Meadows. Because space is at such a premium, we have adopted a policy of having our meeting rooms available from 8 AM to 8 PM M-SAT. To make more space available for Association Meetings (not Association residents' private parties nor other private parties), we have eliminated our policy of allowing private parties to use our meeting spaces. No space is available for rent as well as no space will be made available to non-Meadows' residents.

All MCA committees and Associations are expected to submit written requests for meeting space and time requirements for each year in order to provide for orderly and equitable scheduling of meetings. All others may call the MCA Lifestyle Coordinator, Sue Lytle, on 941 377-2300 for room availability information.

Association Meetings and Board Committees

The MCA committees, associations and clubs/groups will each receive requests for meeting space and time requirements. Space requests must be returned to the MCA by May 25. These meetings have priority in calendar planning. All associations and board committees who need to plan meetings or make changes to their plans should contact **Sue Lytle, MCA Lifestyle Coordinator (941 377-2300)** for room availability information.

Activities, Clubs, Educational Programs, Public Services Activities and Special Events

All activities, clubs, educational programs, public services activities, special events and on-going programs are coordinated and booked through the MCA. Contact **Sue Lytle**, our lifestyle coordinator, she can be reached on 941 377-2300. Sue can address questions or provide assistance on all activities, will assist with requests for new clubs, groups, scheduling and booking space for ongoing programs and help arrange for publicity and promotion.



Applications for use of The Meadows Community Center and Lifestyle and Wellness are classified into four (4) categories as follows:

I. MEADOWS COMMUNITY ASSOCIATION FUNCTIONS AND COUNTY VOTING

- A. Board of Directors Meetings
- B. MCA Assembly Meetings
- C. MCA Committees
- D. Elections-National and State

II. CONDOMINIUM AND HOMEOWNER ASSOCIATIONS

- A. Board of Directors Meetings
- B. Annual Meetings

III. MCA SPONSORED FUNCTIONS, COMMUNITY ACTIVITIES, SPECIAL EVENTS

These functions are organized and conducted under the guidance of MCA. The MCA's Lifestyle Coordinator or an appointed representative, provides MCA oversight for the activities and events that serve the Meadows residents.

Category III functions have room reservation priority over those in Category IV.

- A. MCA Events
- B. Meadows "U" Periodic Community Programs and Presentations

IV. APPROVED ACTIVITIES/CLUBS/GROUPS – See attached club activities and groups list

GENERAL PROCEDURES:

NOTE: Residents have priority in joining classes, games and lessons. Attendees in the group must be members of the MCA community. Residents may bring guests, but the majority of the class or function must be made up of residents of the MCA. The MCA is closed to all regularly scheduled activities on celebrated holidays.

For a complete list of the MCA's clubs and activities, visit the MCA's web site and click on Lifestyle. This list can also be obtained from the MCA's offices at 2004 Longmeadow.



ASSOCIATION, COMMITTEE AND CLUB/GROUP MEETING ROOM REQUEST FORM

While every effort will be made to honor your scheduling request, please do NOT assume you will automatically keep the same days. Changes could be made to an association meeting that may affect your day(s) and/or times. Please review the rules segment of this document carefully. We require adherence to the rules in addition to proper maintenance of the rooms, failure to do so, may result in your requests being re-evaluated.

Please complete this form. The information that is provided will assist in select the room that best fits your needs. All information must be complete and current. Please average the attendance data from your previous meetings to provide the most accurate information. Incomplete information may result in delays of your request.

Notification of changes and questions will be made by email, unless otherwise noted. We require one point of contact for all groups, clubs, and committees at the MCA. All email addresses provided to the MCA are kept confidential. If you wish your email address to be made public for other committee members usage, please indicate.

I am a(n): ASSOCIATION COMMITTEE CLUB/GROUP

Please provide the name of the person who will be the point of contact, responsible for the meeting room scheduling/condition of the rooms.

POINT OF CONTACT PERSON

NAME OF HOA, CONDOMINIUM, CLUB OR GROUP

PHONE

EMAIL

Permission to release contact information for Club/Group activities (when applicable) in The Meadoword or digital media. Decisions on promotions of clubs and activities are made by MCA.

YES NO

Meeting Room Requirements —From May 2022 through April 2023

Meet weekly on every (day) _____

Meet monthly on (ex: first Monday of each month) _____

Number in Attendance: _____ Start time: _____ End time: _____

List any months in hiatus: MAY JUNE JULY AUGUST SEPT
 OCT NOV DEC JAN FEB
 MARCH APRIL



Room Set-up request: [] Set-up #1 [] Set-up #2 [] Set-up #3
(see set ups on page 6-7) [] Set-up #4 [] Set-up #5

Please indicate the needs for your meeting. Check all that apply. A hybrid meeting means one that uses Zoom in addition to in-person attendance.

The following person is responsible for Zoom and electronics for our meeting

NAME

Please answer the following questions regarding equipment use. Specify what meeting these will be required in the open space provided below.

MEETING ROOM EQUIPMENT

- [] Zoom Using MCA Acct. [] Hybrid MCA Acct. [] Hybrid Own Acct. [] Conference Phone
[] Zoom Using Own Acct. [] Microphone [] Flat Screen [] Podium
[] Zoom Screen Share [] No Zoom Required [] Webinar Format

NOTE: Outside laptops are not allowed. MCA equipment must be used. Equipment is NOT to be unplugged, moved, adjusted in any way.

Please List your estimated number of attendees for your meetings (use data from previous years).
Zoom Attendees _____ In-person Attendees _____

Please indicate dates of meetings below by writing in the date and time, circle either AM or PM and indicate the proper code. Identify the type of meeting by designated the appropriate code.

CODES: R=Regular Meeting B=Budget Meeting A= Annual Meeting

May _____ 2022 at _____ [] am [] pm Code _____ Nov _____ 2022 at _____ [] am [] pm Code _____
June _____ 2022 at _____ [] am [] pm Code _____ Dec _____ 2022 at _____ [] am [] pm Code _____
July _____ 2022 at _____ [] am [] pm Code _____ Jan _____ 2023 at _____ [] am [] pm Code _____
Aug _____ 2022 at _____ [] am [] pm Code _____ Feb _____ 2023 at _____ [] am [] pm Code _____
Sept _____ 2022 at _____ [] am [] pm Code _____ Mar _____ 2023 at _____ [] am [] pm Code _____
Oct. _____ 2022 at _____ [] am [] pm Code _____ April _____ 2022 at _____ [] am [] pm Code _____



UNAVAILABLE MEETING DATES

Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Election Day	Tuesday	November 8
Thanksgiving	Thursday	November 24 & Friday November 25
Christmas Holiday	Friday	December 23 & Monday 24
New Year's Holiday	Friday	December 30 & Monday January 2 2023
MCA Annual Meeting	TBD	TBD

It is the responsibility of those using MCA Meeting spaces to abide by the rules.

GENERAL RULES

- MCA Board, Assembly, committee meetings and state and national elections take precedence over all other meetings and functions regarding scheduling and room assignments. If conflicts arise, rescheduling may be required. Meetings to be held on the same date as the Assembly or Annual meetings are subject to space and time provided by the MCA.
- If equipment is broken, it must be immediately reported to MCA at the beginning of the meeting if noticed or at the conclusion of the meeting.
- If you are using your own Zoom account you are responsible for the operation of the meeting and to ensure the proper information regarding the Zoom meeting is provided to all attendees.
- If you are using an MCA account for a Zoom meeting, you are responsible for informing your association members or group members with ALL NECESSARY INFORMATION. A concurrent meeting will NOT be scheduled by MCA as it may conflict with other Zoom meetings already set up on the same account. Therefore, it is advised to carefully review the account information prior to sending to all attendees to ensure you have the proper link, passwords ID info and phone #s.
- All groups will appoint a member, known to MCA, to be present to assume responsibility for the premise. to ensure the room is left in accordance with the rules defined in this document.
- Upon your arrival, make yourself and another member familiar with the location of the exits, fire extinguisher, Automated External Defibrillator (AED) and restrooms.
- The door to the porch is always locked. Special arrangements need to be made in advance for access. The door will lock behind you.
- Smoking is prohibited throughout all MCA buildings and surrounding campus.
- Alcoholic beverages are not allowed in Association, HOA, Committees or Clubs/Group Meetings.



- All associations, committees, clubs or groups are REQUIRED to completely fill out meeting room requirements each year.
- Equipment is NOT to be moved to other rooms, unplugged/disconnected for any reason.
- Meeting set ups are NOT to be changed.
- Those using the meeting room are responsible for putting all trash in tied black plastic bags in the trash receptacles, in the proper designated area per instruction of MCA personnel.
- Meeting rooms areas may be decorated to accommodate a theme. ONLY freestanding decorations are to be used. No decorations of any type shall be attached to the structures, ceiling, walls, windows, or furnishings within the meeting rooms. NO TAPE, PINS, STAPLES, NAILS, GLITTER, CONFETTI, RICE, BIRDSEED, OR CANDLES (ONLY CAKE CANDLES) SHALL BE PERMITTED inside the meeting rooms or anywhere on the premises or grounds. All decorations MUST be cleaned and arranged to the original set-up. The windows have film and you may damage or harm the glass.
- No food or beverages are allowed in the meeting rooms unless approved by MCA.
- Mylar balloons are prohibited. Balloons that have mylar confetti inside the balloon are prohibited. If your event is on the patio no balloons are allowed.
- Private parties are not allowed in the MCA meeting rooms
- Association, Committees, Club/Group End of Year meeting with event are allowed to use rooms for one Annual celebration connected to year End Meeting. It is the responsibility of the association and not of MCA staff to ensure that proper clean-up is done at the conclusion of the event (see clean up section.)
- MCA does not allow any political groups to gather in our meeting space. When space is available, groups of religious affiliation are allowed to utilize the meeting rooms for non-religious functions, such as fellowship and social gatherings.

EQUIPMENT

- **All associations, committees, HOAs, Clubs and Activities MUST use MCA laptops. No equipment shall be unplugged, moved from the original set up. Room set ups are NOT to be changed.**

CANCELLATIONS

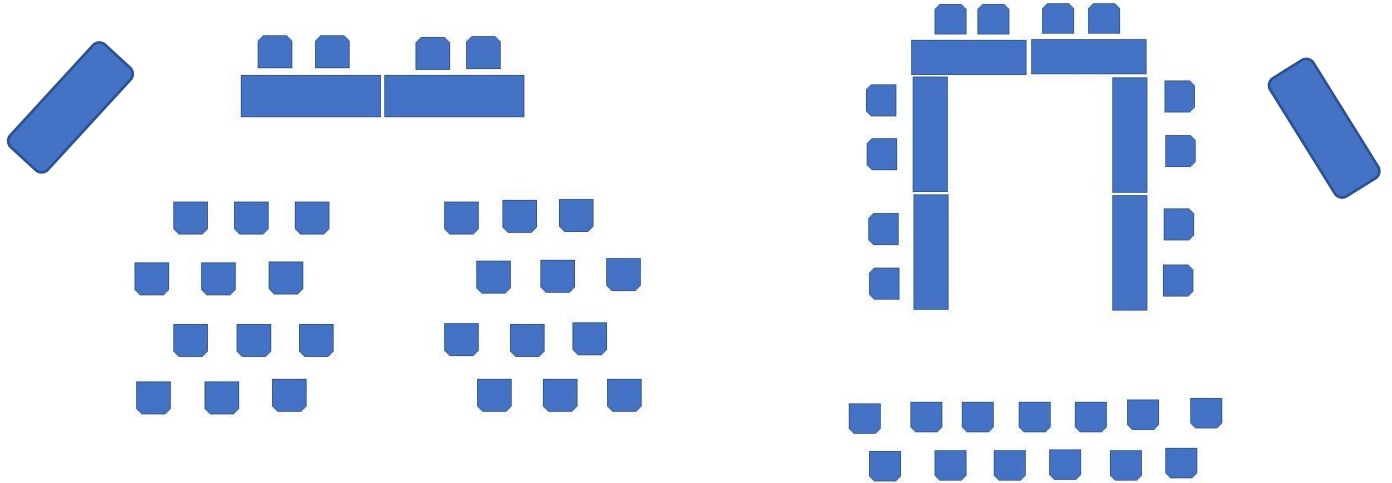
- All association and committees are REQUIRED to properly give notice of cancellation. Cancellation of a meeting room must be given 72 hours in advance of the meeting DURING REGULAR BUSINESS HOURS by email. MCA operating hours are M-TH. 8 AM to 4 PM. Fridays 8 AM to 3 PM.



CLEAN UP- Proper cleaning of all meeting rooms is REUQUIRED after use

- All decorations must be removed from rooms after use.
- All tables are to be cleaned, personal belongings removed and the kitchen facilities cleaned. If there are any spills, they must be cleaned up immediately and reported to MCA via email. Groups who do not clean the kitchen area, will be prohibited from using the kitchen.
- All trash must be place in the designated trash receptacles prior to adjourning meeting. If there is food or bottles with liquid still remaining, these trash bags must be tied properly and placed in the kitchen before leaving. The room should be free of any debris (examples but not limited to: leftover décor material, food particles, plant or craft material, beverages) on the floors. If there are materials or debris on the floors, it needs to be vacuumed and cleaned up PRIOR to adjournment. The vacuum cleaner is in the kitchen.
- **Patio Clean Up-** If your event is on the patio you must sweep up the patio before leaving to ensure that there are no food materials that may attract animals. All trash should be tied properly and placed in the kitchen before leaving. IF THE TRASH IS LEAKING, then please ensure it is double bagged, so liquid materials does not stain the carpet. No trash should be left outside.

MEETING ROOM SET-UPS

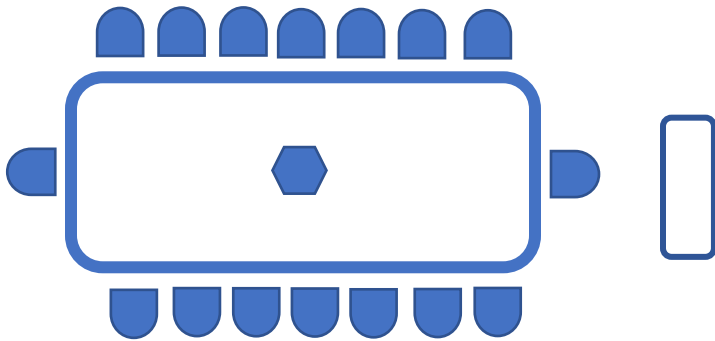


#1 Auditorium Seating with Center Safety Aisle

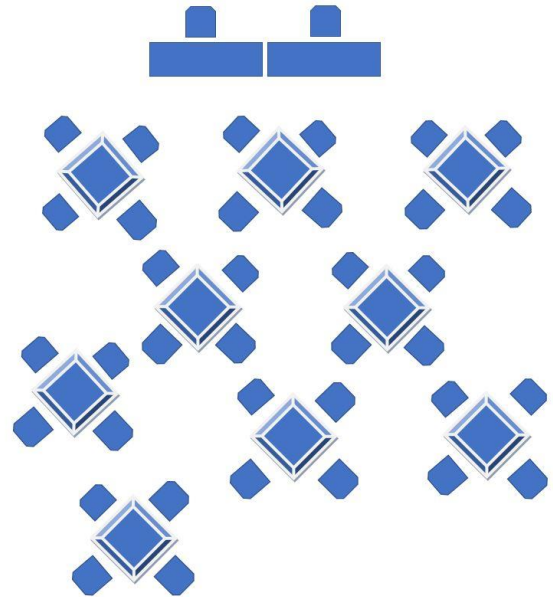
Two (2) 6 foot tables with executive style seating. Chairs forward facing, spaced with center safety aisle.

#2 Executive/Board Meeting with open seating

Six (6) 8 foot tables with executive style seating. Adaptable auditorium style seating.

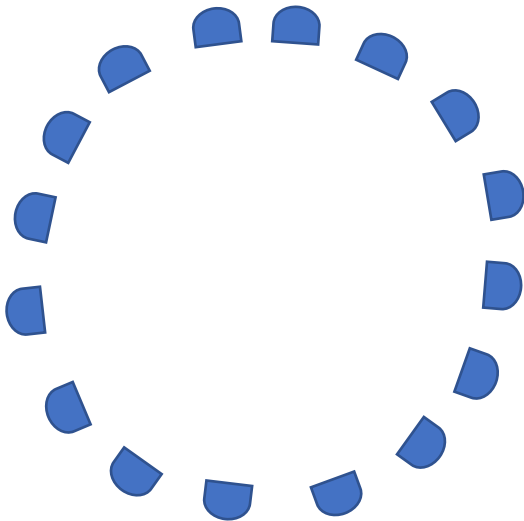


#3 Conference Set-Up
14-16 persons
Conference Table



#4 Interactive Class/Presentation/Activity Configuration

Nine (9) Four-person table tops
Two (2) 6 foot board tables



#5 Circle set-up

for Book club, Hot Stove League & Support Seminars.
Circle can be made smaller to accommodate smaller groups.

Please return this form to The Meadows Community Association by email to lifestyle@meadowsca.com No later than **Wednesday, June 1, 2022**. We are here to help, if you need assistance, please contact Sue Lytle, Lifestyle Manger 941-377-2300.

SIGNATURE

DATE