



MEADOWS COMMUNITY CENTER & MEADOWS LIFESTYLE AND WELLNESS FACILITY SPACE ASSIGNMENTS AND RULES 2023 - 2024

The Meadows Community Association's (MCA's) facilities have been designed to handle the growing Lifestyle and meeting needs of the community. Both buildings offer unique qualities and serve different functions.

The Meadows Community Center (MCA building) located at 2004 Longmeadow, accommodates all the activities and clubs. Whereas the Meadows Community Lifestyle and Wellness Facility (MCLWF), located at 3350 Longmeadow, serves the meeting needs of the Board of Directors, Assembly of Property Owners, Committees, 52 sub-associations along with the MCA's Lifestyle, Health and Wellness, and specialty events.

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. Space is **not** 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 to provide for orderly and equitable scheduling of meetings. All others may contact the MCA Lifestyle Manager, Sue Lytle, at Lifestyle@meadowsca.com for room availability information.

Association Meetings and Board Committees

MCA committees and associations will each receive informational packet requests for meeting space and time requirements. Space requests must be returned to the MCA by April 17, 2023. These meetings have priority in calendar planning. All associations and board committees who need to make changes to their plans after initial paperwork is completed, should contact the Lifestyle Manager 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 Manager** to schedule meeting room availability. She can be reached at **941 377-2300**. Sue will address questions, provide assistance on all activities, assist with requests for new clubs, groups, scheduling and booking space for ongoing programs and help arrange for publicity and promotion. All requests must be given in writing through email to Lifestyle@meadowsca.com.



Applications for use of The Meadows Community Center (MCA) and Meadows Community Lifestyle and Wellness Facility (MCLWF) 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 Manager or an appointed representative, provides MCA oversight for the activities and events that serve the Meadows residents.

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

- A. MCA Events
- B. Meadows "U" Continued Education or 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, or TMCC Club Members. 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 and Committee Meeting Room Request Form

The MCA staff is currently updating and preparing the 2023 - 2024 room schedule. 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 provided will assist in selecting 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.

**Cancellation Policy: All users of the MCA or MCLWF are required to give proper notice of a room cancellation. Please provide a minimum of 48 hours notice of event cancellation. If you do not make the appropriate cancellation, it may impact your future space requests.

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

Please provide the name of the person who will be the point of contact and 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 group listing in Meadoword or digital media : [] YES [] NO

Meeting Room Requirements —From May 2023 through April 2024

Meet weekly on every (day) _____

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

Number in Attendance: _____ Start time: _____ End time: _____ (Season/Non-Season)

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 Set-up #4
(see set ups on page 6-7)

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 _____

Meeting Room Equipment (Please answer the following questions regarding equipment use.)

- 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

A Hybrid meeting is one where attendees are in-person and remote either by Zoom or conference call.

NOTE: Outside laptops are not permitted. MCA equipment must be used.

Equipment may NOT be unplugged, moved, or adjusted in any way. Please contact the MCA with any requests or technical issues.

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 S=Special Request

May _____ 2023 at _____ AM of PM Code _____ Nov _____ 2023 at _____ AM or PM Code _____

June _____ 2023 at _____ AM or PM Code _____ Dec _____ 2023 at _____ AM or PM Code _____

July _____ 2023 at _____ AM or PM Code _____ Jan _____ 2024 at _____ AM or PM Code _____

Aug _____ 2023 at _____ AM or PM Code _____ Feb _____ 2024 at _____ AM or PM Code _____

Sept _____ 2023 at _____ AM or PM Code _____ Mar _____ 2024 at _____ AM or PM Code _____

Oct. _____ 2023 at _____ am or pm Code _____ April _____ 2024 at _____ am or pm Code _____



Unavailable Meeting Dates 2023 - 2024

Memorial Day	Monday	May 29
Independence Day	Tuesday	July 4
Labor Day	Monday	September 4
Election Day	Tuesday	November 7
Thanksgiving	Thursday	November 23 & Friday, November 24
Christmas Holiday	Friday	December 22 & Monday, December 25
New Year's Holiday	Friday	December 29 & Monday, January 1, 2024
MCA Annual Meeting	Monday	March 4

It is the responsibility of all 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. Meeting requests for the same date as the Assembly or Annual meetings will be rescheduled to another date.
- If equipment is broken, it must be immediately reported to MCA by way of email 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 and the MCA will not be able to support the Zoom meeting.
- If you are using an MCA Zoom account for a meeting, you are responsible for informing your association members or group members with ALL NECESSARY INFORMATION. A recurring meeting will NOT be scheduled by the MCA, as it may conflict with other Zoom meetings already set up on the same account. Please carefully review the account information prior to sending to all attendees to ensure you have the proper link, passwords ID info and sign in information. Each association is responsible for launching and running their OWN meetings if they chose to use Zoom. While the MCA staff will make every attempt to assist when needed, they may not always be available. It is the responsibility of the group to obtain/request meeting credentials.
- Meeting rooms may NOT be used for personal activities or meetings. The MCA does not rent out meeting room space for private events or functions. All groups will appoint **one** contact person to be present to assume responsibility for the premise and ensure the room is left in accordance with the rules defined in this document.
- The sliding barn doors between the Perch and Nest are not to be moved other than by MCA employee.



- Upon your arrival, make yourself and another member familiar with the location of the exits, fire extinguisher and restrooms.
- The door to the patio is always locked. Special arrangements need to be made in advance for access. The door will lock behind you. The patio doors may not be propped open.
- Smoking is prohibited throughout all MCA buildings and surrounding campus.
- Alcoholic beverages are NOT allowed in Association, HOA, Committees or Clubs/Group Meetings, or outside of the MCA buildings or grounds.

When alcohol is served at our MCA events, we do reserve the right to use our judgement in refusing service to residents in a state of noticeable intoxication or whose behavior is objectionable or undesirable. Refusal of service is not based on race, creed, color, religion, sex, national origin, marital status or physical handicap. The safety of our residents is our major concern. We ask that residents drink responsibly and make all the necessary arrangements if needed to remain responsible.

- 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, or 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 room areas may be decorated to accommodate a theme. ONLY freestanding decorations may 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 protective film, and you may damage or harm the glass if tape is applied.
- No food or beverages are permitted in the meeting rooms unless approved by MCA.
- Mylar balloons are prohibited. Balloons that have mylar confetti inside the balloon are prohibited.
- MCA rooms are not to be used for personal resident parties, or “rain dates for personal resident parties”.
- Association, Committee, Club/Group End of Year meetings are allowed to use rooms for one Annual celebration per calendar year. It is the responsibility of the association and not of MCA staff to ensure that proper clean-up is completed at the conclusion of the event (see clean up section.)



- Private parties are not permitted in the MCA meeting rooms.
- MCA does not allow any political or religious groups in our meeting space.

EQUIPMENT

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

CANCELLATIONS

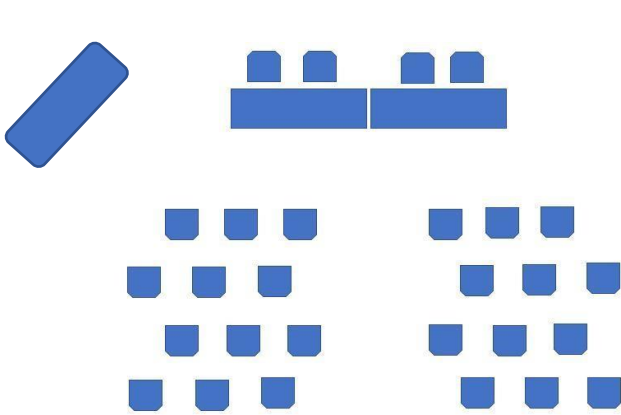
- All association and committees are **REQUIRED** to properly give notice of cancellation. Cancellation of a meeting room must be given **72 hours** in advance of the meeting **DURING REGULAR BUSINESS HOURS** by **email**. MCA operating hours are M-TH. 8 AM to 4 PM. Fridays 8 AM to 3 PM. Failure to adhere to proper cancellation policy may impact your future scheduling with the MCA. Excessive cancellations will result in future requests being evaluated.

CLEAN UP- Proper cleaning of all meeting rooms is **REQUIRED** 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. Groups who do not clean the kitchen area will be prohibited from future use of kitchen.
- All trash must be placed in the designated trash receptacles prior to adjourning meeting. If there is food, bottles, or glasses with liquid remaining, please dump contents **PRIOR** to placing in trash bags. 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 up **PRIOR** to adjournment. The vacuum cleaner is in the kitchen.
- **Patio Clean Up-** If your event is on the patio, please sweep up 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. No trash should be left outside.
- Tables and chairs must be cleaned. If there are any spills, they must be cleaned up immediately and reported to MCA via email. If there is debris on the floors/carpets, the vacuum should be used to ensure all material is cleaned up.

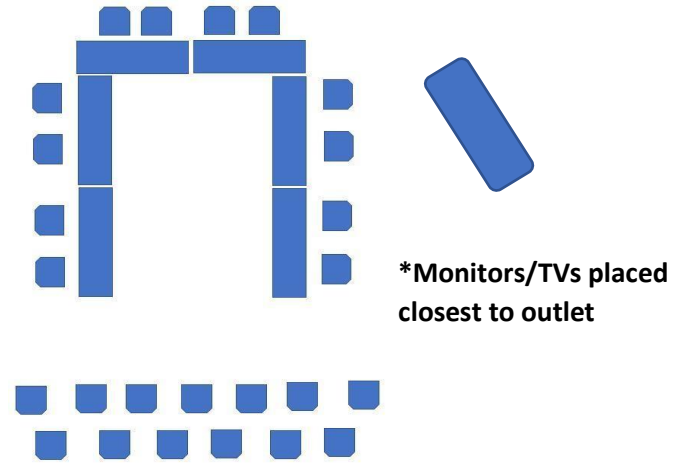


#1 Auditorium Seating with Center Aisle



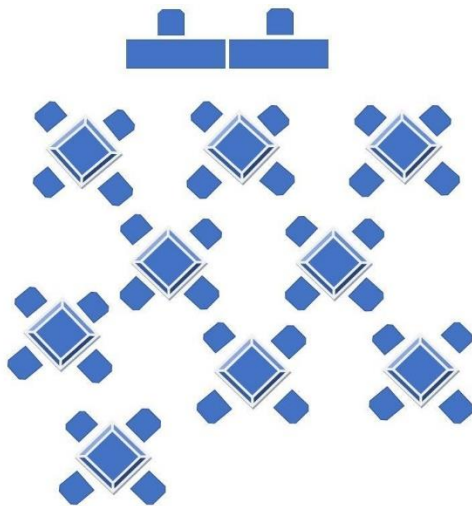
Two (2) 6 foot tables with executive style seating. forward facing, spaced with center safety aisle.

#2 Executive/Board Meeting with open seating



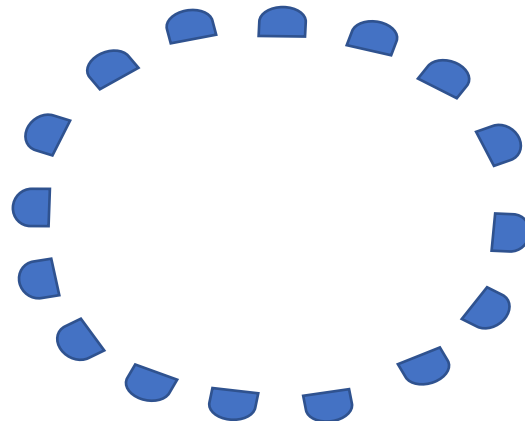
Six (6) 8 foot tables with executive style seating. Chairs Adaptable additional auditorium style seating.

#3 Interactive Classroom, Activity Configuration



Two (2) 6-foot tables head of room with 9 four(4) top tables with 4 chairs per table (Non-Season) and 13 (4) top tables with 4 chairs per table (Season).

#4 Circle Set Up



Requested number of chairs sat in an inward facing circle.



The MCA will make every attempt to accommodate the requested room set-up. Be advised; there may be an instance where due to time constraints, scheduled meetings, or other circumstance, we cannot accommodate your groups request for special set-up and you must work with the rooms existing set-up.

By signing below, you agree to abide by the rules and regulations set forth by the MCA and accept responsibility for your Association, Club, Committee, Group or Organization, it's members, participants, officers, guests and all attendees.

Signature

Date

Printed Name

Title