



## **MEADOWS COMMUNITY CENTER & MEADOWS LIFESTYLE AND WELLNESS FACILITY POLICIES AND RULES 2025 - 2026**

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, Fitness, along with the MCA's Lifestyle, Health and Wellness, and specialty events.

The nature of any activity planned for the meeting area 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, fitness, educational and recreational programs that make such an important contribution to the lifestyle our residents enjoy in The Meadows.

All MCA committees, Associations, Clubs, Activities and Fitness classes are expected to submit written requests to Tina Wagstaff for meeting space and time requirements for each year to provide for orderly and equitable scheduling of meetings. If you plan on hosting a speaker/presenter/guest, contact the Lifestyles Manager for assistance, these requests must be approved prior to scheduling your meeting.

### **Room Scheduling of Association Meetings**

MCA associations will each receive space assignment packets for meeting space and time requirements. Space requests must be returned to the MCA by April 1, 2024. These meetings have priority in calendar planning. All associations who need to make changes to their plans after initial paperwork is completed, should submit a Change Request Form and email it to **Tina Wagstaff** for room availability at [tina.wagstaff@meadowsca.com](mailto:tina.wagstaff@meadowsca.com).

### **Clubs, Groups and Fitness Classes**

All clubs, groups and fitness classes are coordinated and booked through the MCA. **Tina Wagstaff** is the administrative contact for room scheduling [tina.wagstaff@meadowsca.com](mailto:tina.wagstaff@meadowsca.com). NOTE: Residents have priority in joining classes, games, and lessons. Attendees in the clubs and groups must be Homeowners or Annual Tenants of the MCA community. Only Meadows residents or club members or their guests are allowed in fitness classes. The MCA will be closed to all regularly scheduled activities on celebrated holidays.

### **MCA Activities, Educational Programs, Public Services Activities and Special Events**

All activities, educational programs, public services activities, special events and on-going programs are coordinated and booked through the MCA. The Lifestyle Manager will address questions, provide assistance with all activities, assist with requests for new clubs, new groups and help arrange for publicity and promotion. The Lifestyle Manager can be reached at **941 377-2300**. All requests must be given in writing through email to [Lifestyle@meadowsca.com](mailto:Lifestyle@meadowsca.com).



Space Assignment Applications for use of The Meadows Community Center (MCA) and Meadows Community Lifestyle and Wellness Facility (MCLWF) are classified into four (5) 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
- C. Budget Meetings
- D. Annual Celebrations

**III. MCA SPONSORED FUNCTIONS, COMMUNITY ACTIVITIES, SPECIAL EVENTS**

- A. MCA Events
- B. Meadows “U” Continued Education or Community Programs and Presentations

These functions are organized and conducted under the guidance of MCA. The MCA’s 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**.

**IV. APPROVED ACTIVITIES/CLUBS/ GROUPS**

**V. Fitness Classes**

**GENERAL RULES**

**\*\*Cancellation Policy:** All users of the MCA or MCLWF are required to give proper notice of 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.

**It is the responsibility of all those using MCA Meeting spaces to abide by the 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 the 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 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. Please carefully review the account information prior to sending it 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 choose 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 and run their Zoom meetings.
- MCA rooms are not to be used for personal resident parties, private parties, nor personal activities.
- The sliding barn doors between the Perch and Nest are not to be operated or touched by anyone other than by MCA staff.
- Upon your arrival, make yourself and another member familiar with the location of the exits, fire extinguisher, AED and restrooms.
- The doors to the patio at the MCLWF are always locked. The door will lock behind you. The patio doors may not be propped open.
- Smoking and/or vaping is prohibited throughout all MCA buildings, outside the buildings and surrounding campus.
- Alcoholic beverages are NOT allowed in Condo Association or HOA Celebrations, Committees or Clubs/Group Meetings outside the grounds or inside any meeting room space without prior written approval from the MCA. You are NOT permitted to bring your own alcohol to any MCA property inside or out.

Alcohol is served at our MCA events by permit only. We 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 room setups and furniture are NOT to be changed. Special setup requests must be received in writing 7 days before the event.
- 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.
- 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. Do NOT leave trash outside the buildings unless secured in lock down containers.



- 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, CONFETI, 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 cleared and returned 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.
- Association, Committee, Club/Group 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 the clean-up section.)
- MCA does not allow any political or religious groups in our meeting space.
- MCA will not be able to assist in any approved scheduled meetings that take place on Saturday or Sunday.

## **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 setups are NOT to be changed.

## **PRESENTATIONS**

- Presentations require presenters to bring presentations on a thumb drive to be used.

## **CANCELLATIONS**

- All associations and committees are **REQUIRED** to properly give notice of cancellation. The cancellation of the meeting room must be given **48 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 on 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.
- All trash must be placed in the designated trash receptacles prior to adjourning the space. If there is food, bottles, or glasses with liquid remaining, please dump contents **PRIOR** to place in trash bags. If the receptacles are full or bags contain food or liquids, bags must be tied properly and placed in the bins below 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. Tables and chairs must be cleaned. If there are any spills, they must be cleaned up immediately and reported to MCA via email.

**Trash Clean Up at MCLWF – 3350 Longmeadow**

Trash bins are located outside near the back patio. Please ensure that all buckles and locking the debris in the trash cans are properly secured. No plastic trash bags shall be left outside of canisters.

**Trash Clean Up at MCA – 2004 Longmeadow**

Trash bins are located outside near the back patio. 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 trash bins before leaving. **IF THE TRASH IS LEAKING**, then please ensure it is double bagged. No trash should be left outside.

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, its members, participants, officers, guests and all attendees.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title