

Mt. Park HOA
Official Use Only

Mem. ID#: _____
Date: _____
Entered By: _____
Receipt #: _____
Room: T C



SPECIAL INTEREST GROUP CONTRACT

INTEREST GROUP INFORMATION

Requested Start Date: / /

Estimated Number of Attendees:

Requested Day of the Month:

Requested Time: to:

First	Second	Third	Fourth		
Mon	Tue	Wed	Thur	Fri	Sat

Group Name:

Description of Group/Activity/Purpose:

GROUP COORDINATOR CONTACT INFORMATION

Name: _____
FIRST LAST

Address: _____
STREET CITY STATE ZIP CODE

Primary Phone Number: _____ E-Mail: _____

AGREEMENT & GUIDELINES

THE PURPOSE OF THE MOUNTAIN PARK HOA SPECIAL INTEREST GROUPS is to build community and create an environment in which Mountain Park neighbors can get to know each other while sharing a common interest. When reserving rooms for special interest groups, the Coordinator and attendees agrees to comply with all conditions of this agreement.

- All MPHOA members requesting to start an INTEREST GROUP will apply to the Community Relations Manager for review and approval.
- The coordinator of the interest group must be a MPHOA member and in good standing with the association.

- The interest group must be open to all residents of MPHOA.
- Only MPHOA members are allowed to participate in special interest groups.
- Non-Members cannot be the initiator/coordinator of the group.
- The group cannot be involved in business related activities with the exchange of money except for items such as group refreshments or supply fees. The group impetus is to promote social activities and awareness of issues, not business matters.
- The group must meet on a regular basis, i.e. monthly or quarterly. A one-time group for personal parties is not considered a special interest group. Clubhouse rental is available for personal parties or events.
- The Community Relations Manager and the Clubhouse Committee have authority to turn down a room usage application for a use that is not considered to fall within the guidelines described.
- A list of interest groups will be posted on Clubhouse grid boards and may be publicized on the MPHOA website and other media sources as deemed appropriate.
- The maximum time limit for room usage is 1 hour, including set-up and clean-up.
- Scheduled time slots for groups are subject to change if MPHOA events occur at the Clubhouse during the same time. All efforts will be made to re-schedule the special interest group.
- **FOOD, BEVERAGE, & ALCOHOL:** Small food items are allowed (coffee, cookies, etc.) and must be removed and cleaned up from the premises upon completion of your group event. Alcohol is not allowed unless approved in advance by the Community Relations Manager. An OLCC License must be provided by the person pouring.
- **ADDITIONAL REQUIREMENTS**
 - Smoking is not permitted in the building or Clubhouse grounds
 - Group is responsible for all room set up, take down, and clean up. Failure to do so may be grounds for exclusion of group
 - All garbage must be bagged
 - No candles are allowed
 - No nailing, gluing, or use of tape allowed on Mt Park surfaces.
 - Any property damage to the facility will be corrected by MPHOA staff and as the Representative, you will be billed accordingly.
 - Any discourteous behavior toward staff could result in immediate cancellation of the group.

GROUP COORDINATOR EXPECTATIONS & RESPONSIBILITIES

The coordinator of a special interest group is expected to comply with the following responsibilities:

- As members sign-up for the group, the coordinator is responsible for contacting them within a timely manner (within 72 hours) and invite them to join. Requests from interested members will be forwarded to the coordinator's email.
- If the Community Relations Manager is informed that interested members are not being invited, the group coordinator will be contacted. If the problem continues, it may be determined that the group will no longer be allowed to meet at the Clubhouse.
- The group coordinator is expected to request any changes to the group schedule as well as communicate the cancellation of a scheduled meeting at least 24 hours in advance.
- The group coordinator must treat all staff members and group members with courtesy and respect, abiding by all Clubhouse Rules and the Code of Civility. If they fail to do so, their behavior will be sent to the Clubhouse Committee and their group may be disbanded.

RELEASE & INDEMNIFICATION

MPHOA is hereby expressly relieved and discharged from any and all liability for any loss, injury, or damage to persons or property that may be sustained by reason of the use of the facility and other MPHOA property under the Agreement by Representative, guests, invitees, or any other person, unless such injury or damage is the proximate result of the grossly negligent act or failure to act of MPHOA. Licensee shall hold and save harmless MPHOA, its officers, agents, and employees from all losses, damages, claims, causes of action or judgements, and all reasonable expenses incurred in investigating or resisting the same (including reasonable attorney fees and costs incurred), for injury to person or property arising from omission, fault, negligence, or other misconduct of said Representative, guests, invitees, or any other person, or arising from any use made of the facility pursuant to the Agreement, subject to law.

I HAVE READ THIS ROOM AGREEMENT AND AGREE TO ABIDE BY ITS TERMS AND CONDITIONS.

Representative Signature: _____ Date: ____/____/____

Event Manager Signature: _____ Date: ____/____/____

*Approved by: _____ Date: ____/____/____

*Denied by: _____ Date: ____/____/____