



MORELAND COURTS  
Sophisticated Living in an Architectural Landmark

## MCCA COMMON AREA/ELEMENT EVENT AGREEMENT

As required by MCCA Common Area/Element Event Policy and Procedure, residents requesting approval for the use of MCCA common area/elements for a private, non-commercial meeting or event must sign and return this **MCCA Common Area/ Element Event Agreement** to the Management Office. Depending on the circumstances as defined in the event policy, residents may be required to pay for: 1.) a \$50.00 Rental Fee, 2.) the cost of MCCA security staffing (at the current hourly rate), and 3.) other miscellaneous MCCA expenses necessitated by the event such as additional cleanup and repair expenses. Owners may be required to submit a **\$500 security deposit** in the form of a check, made payable to MCCA, unless expressly waived by the above policy or the General Manager. This security deposit will be applied to the above three expenses. The remainder of the security deposit will be returned following the event.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Unit #:		Owner Name(s):	
Event Date/Time:		Proposed Location:	
Description of the Event:			
We Need:	_____ 8' table(s)	_____ 6' table(s)	_____ number of folding chairs
		_____ 48" round table(s)	
We will need to rearrange the furniture:	yes / no		
We will be serving:	food – yes / no    drinks – yes / no (NOTE: no red wine)		
	Name(s)		Contact Number(s)

I acknowledge that the Moreland Courts Condominium Association, Inc. (MCCA) and all Owners and residents are governed by the MCCA Declaration, By-Laws, Rules Book, and Policies and Procedures. I have read and understand these documents and agree to abide by all provisions set therein, particularly as set forth in MCCA Common Area/Element Event Policy and Procedure, as a condition of the approval of my meeting or event.

Unit Owner #1	Date	Unit Owner	Date	

*This form must be completed by each resident requesting use of a MCCA common area/element for a private, non-commercial meeting or event.*

MORELAND COURTS CONDOMINIUM ASSOCIATION, INC.

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