



**NEWPORT COMMUNITY ACTION  
COMMITTEE, INC. (NCAC)  
RESERVATION AGREEMENT**

**GROUP/INDIVIDUAL REQUESTING RESERVATION:** \_\_\_\_\_

**PERSON OR AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE(S) NEEDED:** \_\_\_\_\_ **TIME(S) NEEDED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY,STATE,ZIP:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**NATURE OF ACTIVITY:** \_\_\_\_\_ **NUMBER ATTENDING:** \_\_\_\_\_

Facility Rental(s)	Full Day (8 Hrs.)	Price Per Hour	Number of Hours of Use	Deposit Amount (Equal to Rent Amt.)	Area	Total
Cafeteria	\$150.00	\$20.00				
Kitchen	\$75.00	\$20.00				
Cafeteria and Kitchen	\$225.00	\$35.00				
Auditorium	\$150.00	\$20.00				
Community Rm - 1	\$50.00	\$20.00				
Community Rm - 2	\$50.00	\$20.00				
Community Rm - 3	\$50.00	\$20.00				
Learning Rm	\$75.00	\$25.00				
Outside Cover	\$25.00	-----				
Outside Field	-----	\$5.00				
After 9:00 PM FEE*	\$10.00					
OTHER:						
				<b>Deposit Amount:</b>		
				<b>(Equal to Rent Amt:</b>		
				<b>Total Amount Due:</b>		

**\*\*IMPORTANT.....PLEASE READ\*\***

**To use these facilities, the undersigned, as representative of the Group/Individual, agrees to comply with the following rules and regulations:**

- Only the rooms as indicated above will be used by the Group/Individual.
- Group/Individual agrees to indemnify and hold harmless Owner against all claims, demands, and liability for any loss, damage, injury or other casualty to person or property, whether that of either of the parties hereto or of third persons, caused by or happening in connection with Group/Individual's use and occupancy of premises, structures, equipment, appliances or fixtures located on or to be located thereon, or by reason of any other casualty, whether due to Group/Individual's negligence or otherwise.
- Smoking is not allowed anywhere in the building.

➤ A damage deposit will be collected at the signing of this agreement with the understanding that the deposit will be returned in full if the following conditions have been met. A Clean-Up Checklist will be posted in the rooms for your use.

1. Satisfactory condition and cleanup of facility. If the facility is left in an unsatisfactory or unclean condition, the NCAC will, at its sole discretion, have the facility cleaned, you agree to waive your damage deposit, and renter is responsible for any fees in excess of the damage deposit.
2. No damage to facility equipment, furniture, floor, appliances, and fixtures other than normal wear and tear. These areas are checked before and after each event.
3. There will be a \$25 fee for key loss or for failure to return key to lock box.
4. **You are responsible for disposal of trash. There could be a \$25 fee deducted from your deposit if trash is left behind.**
5. Unless otherwise stated in this Agreement, no subleasing is permitted.
6. You must remove all personal belongings at the end of the rental period. We are not responsible for any items left behind.
7. If there is damage and the damage is in excess of the damage deposit, the Group/Individual representative will be responsible for the additional costs.
8. If your reservation extends past 9:00 pm, an After Hours Fee is required.
9. OTHER Terms and Conditions as follows:


- The deposit will be returned within approximately 2 weeks upon inspection of the premises after the activity.
- **This signed agreement, and deposit fee must be returned to reserve the date and time. Full payment is due at least two weeks in advance of activity.**

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

- ❖ Please send this reservation agreement, along with a check together. Please reference your reservation date on the check and **make all checks payable to NCAC.**
- ❖ For questions, please email [newportpr@gmail.com](mailto:newportpr@gmail.com).

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Mail Check and Reservation Agreement to:

NCAC  
c/o Leasing Agent  
P.O. Box 92

Newport, Virginia 24128