

ACTIVITY CENTER RENTALS

DEPOSIT POLICY

1. A \$100 refundable deposit will be required at the time of application. Groups reserving rooms shall be required to pay the established fee at least 14 working days prior to your reservation. Failure to do so will result in termination of your reservation and no refund of your deposit.
2. Refund of deposit will occur 7-10 days after rental has taken place, in the form of a check mailed to your address given on contract.
3. Deposit will be refunded in full ONLY if rental policy has been followed. Please read carefully the rental policy provided to you.
4. NO ALCOHOL OR SMOKING WILL BE ALLOWED IN ANY PART OF THE BUILDING. If alcoholic beverages are found to be in building or on grounds at any time during the contracted rental period (including any set-up time allowed) your deposit will be forfeited and rental party must immediately vacate premises with no refund for any unused time.

CONTRACT POLICY

1. Date and time given on initial call are what will be used on contract. If these change prior to you receiving a confirmation/denial call, you must let us know. Date/time on contract is final.
2. You must comply with all dates concerning return of contacts and deposit/rental fee payments. Room/staff availability is not guaranteed if contact/deposit is late. If payment of rental fees does not occur by date outlined in signed contract, the contract will be considered voided and you will forfeit deposit. Cancellation at least one week prior to rental fee due date will receive full refund of deposit.
3. Cancellation of a paid rental made at least 2 weeks prior to rental date will receive refund of deposit and rental fees minus \$20 cancellation charge. Cancellation of a paid rental less than 2 weeks prior to rental date will receive refund of deposit and rental fee minus a \$20 cancellation charge. Cancellation less than 48 hours in advance receives refund of rental fee minus \$20 cancellation charge and forfeits deposit.
4. NAAC reserves the right to reject any request for reservation of facilities, and reserves the right to terminate any rental with a 30 day notice.
5. All those present in rental party are expected to follow "Room Rental Policy" or "Gym Rental Policy" given to you with contract. You are responsible for ensuring all guests and/or participants follow these rules of behavior.

EACH ROOM USED MUST BE CONTRACTED AND PRE-PAID. FOR EXAMPLE: GYM USE IS NOT INCLUDED IN ROOM RENTAL AND THE GYM MAY ONLY BE USED IF CONTRACTED AND PAID FOR IN ADVANCE. IF YOU WANT ACCESS TO THE GYM THROUGHOUT RENTAL TIME, FULL HOURLY GYM RENTAL FEE MUST BE PAID FOR LENGTH OF ROOM RENTAL. IF THE GYM IS RENTED FOR ANY PERIOD SHORTER THAN ROOM RENTAL CONTRACTED, THAT TIME MUST BE SPECIFIED – SUCH AS 3:00 – 5:00 PM – AND WILL ONLY BE AVAILABLE AT THAT TIME, REGARDLESS OF CONTINUED USE; THERE WILL BE NO 10-15 MINUTES USE AT A TIME THROUGHOUT RENTAL TO EQUAL TIME CONTRACTED FOR.

ROOM RENTAL POLICY

1. Rooms are available for rental by all FVPD area residents and other recommended individuals.
2. Rooms must be thoroughly cleaned and returned to same condition as prior to rental before end of contracted rental time. This includes, but is not limited to: floors swept, spills washed up, tables and chairs wiped off, and all garbage taken out to dumpsters behind the fenced in area at the NE corner of parking lot. If room requires any extra cleaning by staff you will forfeit from \$15 to total of deposit based on condition.
3. Rooms are to be vacant by end of contracted rental time!! You are responsible for making sure your guests/participants leave as scheduled.
4. Use of kitchen requires a \$15 flat fee paid prior to rental date. The kitchen may NOT be used for food preparation. The oven and refrigerator may be used to keep items warm or cold only. **No other equipment, utensils or supplies in the kitchen may be used.** Messes are to be cleaned immediately. There must be one responsible adult in charge of kitchen at all times. Absolutely no children under age twelve are allowed in kitchen!!
5. NO ALCOLHOLIC BEVERAGES ALLOWED. Any alcohol on NAAC premises will result in the immediate termination of rental and forfeiture of full deposit/remainder of rental fees.
6. NO SMOKING ALLOWED IN BUILDING. Smoking is allowed outside; smoking in building will result in termination of rental and forfeiture of deposit/remainder of rental fees.
7. **There must be at least one responsible adult remaining in the room (s) at all times** to supervise activities and handle any problem/emergency situation which may arise.
8. All children must remain in the room (s) being rented. Children are not allowed to wander, run or play in the halls. **Trips to restrooms or vending machines are to be accompanied by an adult.**
9. DO NOT prop open any other doors.
10. You will be given an hour for set up immediately prior to your rental time and an hour for close down at the end of your rental at no charge. No decorations should be attached to or extended from the ceilings or light fixtures. Any bulletin boards may be covered or decorated with the exception of the two "Friday Center" boards at south end of large multi-purpose room (teen center) during October – May. No rice, birdseed or confetti may be used...popcorn okay if swept up thoroughly.
11. ALL GAMES, JUKEBOX, TOYS, ECT. IN LARGE MULTI-PURPOSE ROOM (TEEN CENTER) IS OFF LIMITS!! IF ANY OF THESE ITEMS ARE USED YOU WILL FORFEIT YOUR DEPOSIT.