

NOCOAC PUBLIC SPACE RESERVATION & AGREEMENT

Your reservation will be confirmed within 48 hours upon receiving your application.

CONTACT NAME _____

BUSINESS _____

EMAIL _____ PHONE _____

DESIRED SPACE: Industrial _____ Lounge _____ Both _____

DATE for SPACE _____ TIME for SPACE _____ LENGTH of TIME _____

REOCCURRING PROGRAM DESCRIPTION _____

PAYMENT: cash _____ credit _____ check (payable to NOCOAC) _____

RATE FOR INDUSTRIAL SPACE
For Nonprofits = 1/2 the rate

- 1-2 hours = \$50
- 2-4 hours = \$100
- Full day = \$150

○ NOCOAC Member

- 1-2 hours = \$40
- 2-4 hours = \$75
- Full day = \$110

RATE FOR LOUNGE SPACE
For Nonprofits = 1/2 the rate

- 1-2 hours = \$25
- 2-4 hours = \$65
- Full day = \$115

○ NOCOAC Member

- 1-2 hours = \$20
- 2-4 hours = \$55
- Full day = \$85

RATE FOR BOTH SPACES
For Nonprofits = 1/2 rate

- 1-2 hours = \$65
- 2-4 hours = \$150
- Full day = \$235

○ NOCOAC Member

- 1-2 hours = \$50
- 2-4 hours = \$115
- Full day = \$170

RATE REOCCURING PROGRAM
(i.e. weekly classes, monthly networking group)

*Considered individually and fee will be based on a sliding scale
*Fill out Registration form with intended use & duration needed (3,6,9, or 12 months)

EQUIPMENT NEEDED: No extra charge for equipment needed

- Screen _____
- Folding tables, # of _____
- Café table and stools _____
- Projector _____
- Chairs, # of _____
- Pegs _____
- Drop Cloths _____

REFUNDABLE CLEAN-UP AND DAMAGE DEPOSIT:

Amount equal to space/time fee _\$ _____

Refunded Not Refunded

NOCOAC Space Guidelines:

- Follow Set up and Tear down procedures
- Children must be supervised while out in the parking lot
- The loft is off limits and not available for events
- Drop Cloths are to be used for messy events, i.e. art classes, birthday parties
- Alcohol can not be served at any function, at this location

EMERGENCY EXIT: Back door in Industrial Space—always locked but can be pushed open from inside - will lock once closed

DOOR CODE: _____ Will be given once application accepted
Only activated for time indicated

Signature _____ Date _____

NOCOAC Representative _____ Date _____