

NOCOAC PUBLIC SPACE RESERVATION & AGREEMENT

Facility address: 3121 Kintzley Ct. Unit A, Laporte, CO 80535

CONTACT NAME _____

BUSINESS _____

EMAIL _____ PHONE _____

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

REOCCURRING PROGRAM DESCRIPTION _____

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

FEE FOR INDUSTRIAL SPACE

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

○ NOCOAC Member

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

*** For Nonprofits = is 1/2 the FEE
(as a nonmember or member)**

FEE REOCCURRING 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)

SET UP & TEAR DOWN

SET UP = Space set up is the responsibility of person or group using the space

○ All items requested will be available for set up

TEAR DOWN = set up can remain in place

○ Tables, counters, microwave, coffee maker left clean at end of reserved time

- Pegs left in peg boards
- Remove personal items

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

LIABILITY INSURANCE CERTIFICATE(COL)

Needed

Not Needed

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

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

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 _____