



NEWINGTON FOREST COMMUNITY ASSOCIATION, INC.
APPLICATION FOR USE OF THE NEWINGTON FOREST COMMUNITY CENTER

*RESERVATION CONFIRMED UPON RECEIPT OF THIS FORM AND PAID ROOM USAGE FEE.
 SECURITY DEPOSIT DUE WITHIN 2 WEEKS OF USAGE DATE (CHECKS PAYABLE TO NFCA).*

Resident Sponsor _____

Sponsor's Address _____

Telephone (Home/Cell): _____ (Email Address) _____

Purpose of Event _____

Date of Use: _____ Time and Duration of Use _____

Estimated Number of People Attending (Maximum Occupancy is 49 People) _____

Days	Hours	Usage Fees	Date Paid
Monday – Friday	5:00 p.m. – 1:00 a.m.	\$35/hour, maximum of \$250	
Saturday	January-May & Aug-Dec: 10:00 a.m. – 1:00 a.m. June & July: 1:00 p.m. – 1:00 a.m.* <i>*See Policy Resolution 7 for exceptions.</i>	\$50/hour, maximum of \$250	
Sunday	Year-round: 10:00 a.m. – 1:00 a.m.	\$50/hour, maximum of \$250	
Security Deposit: A check in the amount of \$250.00 (payable to NFCA) is due 2 weeks prior to the date of the room use. Reservations made within 2 weeks of the usage date must pay the usage fee & security deposit with cash. DUE:			

KEY MUST BE PICKED UP FROM NFCA OFFICE BY 2:00 P.M. ON: _____

PLEASE NOTE: You will be required to sign a form acknowledging that the loss of the key will cost you \$2,500.

In addition, a walkthrough of the building is required when you pick up the key.

- All users who cancel less than 14 days prior to the event **will not** receive a usage fee refund unless NFCA is able to book another party for that date. **Initial:** _____
- You are responsible for the room while your group is using it. Please keep it clean and report any damages to the Association office (703-451-8563). **Initial:** _____
- You are responsible for restoring the room to its pre-rental condition. If it is necessary for Association Staff or a cleaning contractor to complete any items listed under rule #8 on the following page, **the Association will retain the entire security deposit.** **Initial:** _____

I, the undersigned resident/sponsor of the Newington Forest Community Association, Inc. (NFCA) fully understand and do hereby, on behalf of myself and my guests, agree to abide by the rules, regulations and policies for the use of the Newington Forest Community Center. In exchange for the permission of the Board of Directors of the NFCA to use the Community Center, I, personally and on behalf of my guests, assume all risks and liabilities incidental to the use of the Community Center and do hereby indemnify, release, and hold harmless the NFCA, its Board of Directors, managing agent, members and agents from and against any and all claims of any kind whatsoever which may arise or hereafter accrue in connection with my use of the Community Center including the loss, damage or theft of personal property located in or near the Community Center during use. The undersigned resident/owner acknowledges that the NFCA's liability for any loss or claim or any kind or nature whatsoever that relates to my/our use of the Community Center shall be and hereby are limited to the amount of rental fees or deposits paid to the NFCA for my/our reserved use of the Community Center.

Resident Sponsor's Signature: _____ Date: _____

____ Approved ____ Disapproved *** Staff Initials: _____ Date: _____



NEWINGTON FOREST COMMUNITY ASSOCIATION, INC. RULES FOR USING THE COMMUNITY CENTER

The Newington Forest Community Association, Inc. (NFCA) assumes no liability for injury or damage to persons or property arising from the use of the Community Center building. Users of the Community Center must abide by all applicable laws and ordinances as well as the rules and regulations for usage of the Community Center. The rules are as follows:

1. The resident who reserved the Community Center must be present at all times during the scheduled use of the building and is responsible for the actions of his/her guests while they are on the property.
2. Sound levels must be kept at a level that will not disturb others.
3. Parties and gatherings of persons under 18 years of age must be supervised at all times by a resident 21 years of age or older.
4. **SMOKING IS NOT ALLOWED** inside the Community Center. The use of any device that provides smoke or smoke-like substances is also prohibited. The Community Center is equipped with a system that is easily triggered by cigarette or theatrical smoke. The Fire Department will automatically respond to the Community Center's alarm. Cigarette smoking is allowed only on the deck and front steps; please be sure that ashtrays are used.
5. In the event the Fairfax County Police, Fire Department, the Association's Alarm Contractor and/or Association staff are called to respond to a complaint or the presence of smoke in the Community Center, the Board of Directors may retain the entire security deposit paid by the sponsoring resident. **Initial:**
6. Other than on a birthday cake, the use of candles is strictly prohibited.
7. Total capacity of the Community Center is limited to 49 persons.
8. The Community Center must be restored to its pre-rental condition. Appropriate clean up after use of the building consists of sweeping and wet mopping the floors in the party room, kitchen and restrooms and cleaning the windows/glass doors, counters, sink and microwave oven in the kitchen as well as the sink and mirrors in the restrooms. The tables and chairs should be wiped down, folded, and stacked. Please be sure all decorations are taken down (inside and outside) and that no cigarette butts are left on the steps, sidewalk, and grassy areas. All trash (including trash left in the restrooms) should be bagged and taken to the trash can enclosure located at the end of the parking lot. **Failure to clean the Community Center and to return it in good condition shall result in the forfeiture of the entire security deposit.**
Initial:
9. The decision of the Association staff with regards to the condition of the room after a party and the amount of money to be withheld from the security deposit is final.
10. Including Policy Resolution 7 (Resolution Regarding Rental of the Community Center Party Room).

PLEASE DO NOT USE NAILS, THUMBTRACKS, STAPLES, TAPE OR ANY OTHER OBJECT/SUBSTANCE THAT CAN CAUSE PERMANENT MARKING OR DAMAGE TO THE COMMUNITY CENTER BUILDING (INSIDE AND OUT), DECKS, PARKING LOT, AND GROUNDS.

NO GLITTER (or decorations/costumes with glitter)