

**Newington Community Association  
Policy and Rules for the use of the Meeting Room**

- The applicant must be a member of the NCA Community in good standing, though the Room may be used by organizations (such as the scouts, swim team, etc.).
- The use of the room is for non-profit purposes and groups only.
- The refundable damage deposit (\$50) is due upon submittal of the application. The applicant provides a check (made out to NCA). Upon return of the room key and passing inspection by the NCA Manager, the check is returned.
- The Key is signed out from the Community Manager and must be returned either to the Manager in person or in the Community mail drop box on the side of the pool building upon vacating and locking the room.
- The maximum occupancy of the Room shall not be exceeded.
- Only water is permitted in the room. Food and other beverages are strictly prohibited.
- Open flames of any kind are strictly prohibited. Flammable and/or noxious substances of any kind are strictly prohibited.
- No signs, decorations, or other materials may be affixed to any building surface or furniture, other than with Scotch Tape.
- Groups must ensure that the Room is left clean, neat and orderly. All trash must be deposited in proper containers. Tables and chairs must be put back in original storage areas.
- Any damage to the Room will be reported to the NCA Manager's office, and the group may be held responsible. Damage includes but is not limited to carpet stains, broken chairs, tables or equipment, and marks on the walls.
- Groups must bring any supplies needed for use. No additional tables or chairs are available.
- Private property brought into the Room is the sole responsibility of the owner of that property.
- The group must ensure that all rules are relayed to all participants. The applicant must remain with, and be responsible for, the group at all times.

- Failure to abide by this policy will result in automatic suspension of meeting room privileges for the designated group as well as the applicant. This suspension can be appealed to the Board. Board determination is final.

[NCA Meeting Room Request Form](#)

Effective 9/6/06