

NCA ROOM BOOKING POLICIES AND PROCEDURES

Please refer to new COVID Regulations as conditions below may have changed

Nevada Directive 024:

- Effective Friday, July 26, 2020, Directive 024 requires all persons to wear facial coverings while in public spaces and businesses, if not specifically exempted.
- All persons entering the Nevada Contractors Building should prepare to wear a mask at all times, if not specifically exempted. Notice is displayed throughout the Nevada Contractors Association's building, but it is highly recommended to inform your attendees.

General

This Agreement by and between **Nevada Contractors Association (NCA)** and **Company** is entered into **day, date** on NCA Room Booking Form that offers the Training Room, Large Conference Room, and Small Conference Room located within the NCA Office Building located at 150 North Durango Drive, Las Vegas, NV 89145. NCA hereby agrees to rent out certain premises of said Building to Company, on the following conditions:

Rooms and Spaces

- The right to reserve the room is based on availability through the NCA.
- NCA Companies can utilize the available rooms up to 7 days per calendar year.
- NCA Companies can reserve rooms at no charge, unless; company has reserved max per calendar year and/or company is using rooms for profit, in this case, please refer to NCA Fees form.
- Training Room includes: 30 tables (6x2), 60 chairs, whiteboard (markers and erasers incl.), and projector. Tables and chairs may be rearranged. Breakroom attached may be used to display food/beverages. Max of 50 people. *Max 13 people.
- Large Conference Room includes: 3 tables (8x3), 26 conference chairs, phone conference system, whiteboard, and projector. Tables and chairs cannot be rearranged. Max of 26 people. *Max 9 people.
- Small Conference Room includes: 2 tables (6x3), 10 chairs, and whiteboard. Tables and chairs cannot be rearranged. Max of 10 people. *Max 4 people.

Room Booking Request Form

- The NCA Room Booking Request Form is available on our website at nvcontractors.org under the Training tab. You can also obtain this form in person by visiting our office.
- All room booking requests should be directed to Mariah Ruiz-
In-person: 150 North Durango Drive, Suite 100, Las Vegas, NV 89145
Email: Mariah@nvcontractors.org
Fax: (702) 796-1629
- The NCA Room Booking Request Form should be clear and concise.
 - There should not be any acronyms or abbreviations.
- Times requested should include any time the company requires for their own setup and takedown.
 - Members are responsible for their own setup and takedown.
 - Rooms are to be left clean and NCA equipment turned off.
 - NCA has the right to refuse room services.
 - NCA has the right to bill a member for cleanup and/or equipment fix/replacement if needed.
- One form should be submitted per event.
- In fairness, requests are responded to in the order in which they are received. First come, first served basis.

- All requests must be submitted with a minimum notice of 2 business days to ensure that rooms will be booked in time.
 - NCA cannot guarantee your request(s) and can offer other dates/rooms.
 - NCA cannot guarantee that any requests submitted with less than 2 business days' notice will be booked in time.
 - Meeting rooms are bookable up to one year in advance if space permits.
- If members use rooms without receiving a booking confirmation, they run the risk of schedule conflicts.

Setups

- Members are encouraged to view facilities prior to their request(s) to assure it will run smoothly. This will ensure the member on adequate time needed for set-up/takedown.
- Members are responsible for setting up furniture and chairs themselves.
- Members are responsible for providing their own materials, such as, but not limited to: laptops, paperwork, writing utensils, food and beverages, cups, plates, and utensils.

IT/AV Requests

- Members should describe on the NCA Room Booking Request Form equipment being used for event to assure technical success.
- Members are encouraged to schedule a test of their equipment prior to their event request(s) to assure it will run smoothly. This will ensure the member on adequate time needed for set-up/takedown.
 - To schedule a test of equipment, please call (702) 796-9986.
 - Tests should be requested with a minimum notice of 2 business days prior to event to ensure that an NCA staff member is available and that your event will run smoothly.
 - NCA cannot guarantee an IT/AV or staff member will be available during your event.

Adjustments/No Show/Cancellations/Fees

- Adjustments/cancellations need to be made minimum 2 days notice. This will help give enough notice to others who may be on a waiting list.
- If adjustments are made after the minimum 2 days' notice, we cannot guarantee your changes.
- If cancellation/no show is made after 2 days' notice, fees may be given.
- Fee amounts will be determined by NCA, but no more than stated on NCA Fees form.
- Fees will be billed for classes that are booked for profit. Please see NCA Fees form for more information.
- To adjust/cancel a booking, members must contact Mariah Ruiz at Mariah@nvcontractors.org or (702) 796-9986.

Other Inquiries

Please feel free to contact:

Nevada Contractors Association
 150 North Durango Drive, Suite 100
 Las Vegas, NV 89145
 Phone (702) 796-9986
 Fax (702) 796-1629
www.nvcontractors.org