



DEPARTMENT OF THE ARMY
XVIII AIRBORNE CORPS AND FORT BRAGG NCO ACADEMY
BLDG A-4375 E. DEGLOPPER STREET
FORT BRAGG, NORTH CAROLINA 28310

MEMORANDUM OF AGREEMENT
BETWEEN
FORT BRAGG NCOA COMMANDANT AND

SUBJECT: Memorandum of Agreement for NCOA Clark Auditorium Use

1. Reservations will not be accepted or confirmed greater than sixty (60) days prior to the scheduled date of the event.
2. The Academy POC for reservations is SFC Vicky N. Jeter.
Email: vicky.n.jeter.mil@army.mil Office: 910-396-9320.
3. Using unit will provide all equipment necessary to conduct their event. The Academy will not provide supporting equipment (tables, flags, proffer trays, etc.).
4. Personnel attending events in Clark Auditorium are restricted to the auditorium, lobby, and latrines. Event attendees are not allowed on the second floor or in any area not previously mentioned.
5. Using unit responsibilities include, but are not limited to:
 - a. Bringing their own cleaning and expendable item restock supplies (brown paper towel, toilet paper, glass cleaner, vacuums etc.); the NCOA will not provide cleaning supplies or equipment.
 - b. Emptying lobby and latrine trash cans.
 - c. Thoroughly cleaning all utilized latrines, to include: cleaning mirrors, cleaning commodes and urinals, sweeping and mopping floors, and replacing all expendable latrine supplies.
 - d. Vacuuming and cleaning the entire auditorium.
 - e. Sweeping and mopping the entrance lobby.

SUBJECT: Memorandum of Agreement for NCOA Clark Auditorium Use

- f. Immediately reporting any damage incurred to NCOA facilities.
 - g. Note: the Academy does not have a computer lab. If your organization anticipates printing requirements, you must bring your own laptop and printer.
6. Drinks (except water) and food are not allowed in the auditorium.
7. The utilizing unit will ensure event attendees understand where to park. When the Basic Leader Course is in session, Brigade command teams and above and disabled persons (with the appropriate license plate and/or tag) may park in the main academy parking lot. All other personnel must use the parking area located near the parade field on Lewis Street or the McArthur Reserve Center on the corner of Pratt St. and Lewis St. Parking behind the NCOA is not authorized; this ban applies to both attendees and support personnel. Support vehicles may briefly park behind the Academy for loading and unloading of supplies and equipment.
8. Utilizing unit is responsible for providing personnel to control traffic and prevent unauthorized parking.
9. The unit must provide its own audio and visual support, unless requesting the academy IMO/IT Specialist for assistance. This request must be coordinated separately and at least one calendar week in advance with Mr. Graham, Roscoe and/or SSG Burns, Larry NCOA room 136, at (910) 432-8951 or (910) 908-2114, email at roscoe.p.graham2.civ@army.mil or larry.l.burns.mil@army.mil. Academy personnel will not consider same-day requests for audio/visual support. This includes same-day requests regarding assistance with utilizing Academy auditorium CPUs and projection equipment. If using unit needs to borrow wireless microphones, the Academy POC is Mr. Dewayne Clayton, NCOA room 152B, at (910) 908-5073, email at dewayne.r.clayton.civ@mail.mil. Requests for microphones must be made at least one calendar week in advance.
10. Using unit requires clearance from the NCOA Staff Duty NCO prior to departure. Units that do not obtain proper clearance prior to departing the Academy will be denied future use of NCOA facilities. The NCOA SDNCO is located in NCOA room 102A (near main entrance), phone at (910) 396-5705 (desk) or (910) 303-5825 (cell phone if away from the desk).
11. The maximum capacity of the auditorium is 436 personnel (the number of seats in the facility). Personnel are not allowed to stand along walls or in the aisles if all the seats are filled. Placing additional chairs in the auditorium to increase seating capacity is not allowed.

SUBJECT: Memorandum of Agreement for NCOA Clark Auditorium Use

12. IAW XVIII Airborne Corps and Fort Bragg Regulation 420-1, chapter 7, para.15, open flames, lit candles, and lit incense are not permitted anywhere in the NCOA facility.

13. Clark Auditorium has unresolved HVAC problems. The temperature in the auditorium is controlled from a remote DPW location. It is beyond the control of Academy personnel to raise or lower the auditorium temperature.

14. Promotion Ceremonies may only be conducted in Clark Auditorium for an E-9 or higher. If you are using the Auditorium for a Promotion Ceremony, please indicate who the promotion ceremony is for in line 22.

15. The person assuming responsibility for the auditorium (**E-8/O-4 or higher**) will fill in the highlighted portions on page one and below, sign the document, and email the completed form to the POC listed in paragraph 2 of this memorandum.

16. Date(s) and time(s) requested:

17. Responsible party's unit, rank, name, and duty position:

18. Responsible party's office and cell phone numbers:

19. Responsible party's email address:

20. Type of event:

21. Promotion Ceremony: YES NO

22. Promotion Ceremony Recipient Name:

23. Approximate number of attendees:

24. The undersigned must be present on the day of the reservation to serve as unit POC to clear the auditorium.

25. The undersigned will strictly enforce all requirements listed in this memorandum.

26. While unlikely, the NCOA reserves the right to alter or cancel reservations in the event of unexpected Academy auditorium usage needs. The Academy will notify the affected unit immediately upon cancellation of a reservation. It is best to call the Academy several days prior to your event to confirm reservation status.

PRINTED NAME/SIGNATURE/DATE