

The Community Foundation of Western North Carolina

Policy & Procedure

Policy: Use of the CFWNC Community Room

The Community Foundation of Western North Carolina (CFWNC) offers a Community Room for use by nonprofit organizations and governmental entities. Use of the Community Room is governed by the following procedures:

- 1) Community Room availability is determined by CFWNC scheduling. All Foundation business will take precedence for use of the Community Room.
- 2) The fee for the use of the Community Room is \$35 for a four-hour period of time. If the meeting takes longer than four hours, the fee is \$70 per day.
- 3) Community Room usage requires a reservation through the CFWNC office. Reservations may be made up to 90 days in advance but reservations will not be confirmed until 30 days prior to the reservation. A reservation is considered to be complete when an application form has been completed and forwarded to the CFWNC office, payment has been received, and the reservation has been confirmed. If the Foundation is unable to confirm a reservation the payment will be refunded.
- 4) Reservations may be made for meetings beginning within the hours of 9:00 AM to 5:00 PM, Monday through Friday, excluding holidays.
- 5) The CFWNC kitchen and kitchen supplies will not be available for use. If food and/or beverages are to be served it is the responsibility of the renter to provide food and supplies and to clean up afterward.
- 6) Office supplies or any other materials that will be needed for meeting presentations are the responsibility of the renter.
- 7) Alcoholic beverages are prohibited on the premises.
- 8) Parking expenses are the responsibility of the renter.
- 9) Renters agree to indemnify and hold harmless CFWNC against all injury, loss, damage, claim, or liability of any kind, whatsoever, occurring to person or property and arising out of the organization's use of CFWNC facilities.
- 10) Maximum capacity for the Community Room is 50 individuals. No group shall be allowed to sublet the facilities.
- 11) Renters will not have the use of a telephone.

- 12) Community Room furniture may not be removed for any reason. Organizations may not screw, drill, tack or mark the ceilings or walls. The expense for violation of this rule will be charged to the organization. The Community Room will be left in a clean and orderly condition. Please return furniture to its original configuration if furniture was moved for a meeting.
- 13) CFWNC will deny further use of the Community Room to groups or individuals that violate the rules and regulations governing use of the Community Room.
- 14) Renters are to use the Community Room doors directly off of the 16th floor hall so as not to disrupt Foundation business.
- 15) The Community Foundation would like to have the opportunity to briefly introduce renters to the Foundation at the beginning of each meeting.

Application for Use of Community Room

Date(s) requested _____ Time(s) requested _____

Name of Organization _____

Name/Title of person applying on behalf of group _____

Mailing address _____

Home Telephone _____ Work Telephone _____ Fax _____

Second Contact Person _____

Address _____

Home Telephone _____ Work Telephone _____ Fax _____

Is organization nonprofit? ____ Governmental? ____ Expected attendance _____

Purpose/Mission of your organization? _____

Type of Activity/Meeting _____

The fee for the use of the Community Room is \$35 for a four-hour period of time. If the meeting should exceed four hours the fee is \$70 per day.

A reservation for use of the Community Room is complete when:

- 1) Application form has been received in the CFWNC office.**
- 2) Payment has been received in the CFWNC office.**
- 3) The reservation has been confirmed by CFWNC prior to reservation date.**
- 4) If reservation cannot be confirmed, payment will be refunded.**

By signing below, the applicant has read and understands the Foundation's Policy and Procedures on the use of the Community Room, and assumes full responsibility on behalf of his/her organization.

Signature of Applicant

Date

Please Return to:

The Community Foundation of Western North Carolina

PO Box 1888

Asheville, NC 28802

Telephone (828) 254-4960

FAX (828) 251-2258

Inquiries may be directed to Beth Semadeni

