



Use of the Community Foundation Conference Room

The Community Foundation of Western North Carolina (CFWNC) is pleased to rent our conference room for use by nonprofit organizations and governmental entities. Use of this room is governed by the following procedures:

- 1) Availability is determined by CFWNC scheduling. All Foundation business will take precedence for use of the Conference Room.
- 2) The fee is \$50 for meetings of four hours or less; \$100 for meetings that are longer than four hours in duration.
- 3) Conference Room usage requires a reservation through the CFWNC office. Reservations may be made up to 30 days in advance. A reservation is considered complete when an application form has been filled out 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 that fall within the hours of 9:00 AM to 5:00 PM, Monday through Friday, excluding days the office is closed for all or part of the day.
- 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 and other materials needed for the meeting are the responsibility of the renter.
- 7) Alcoholic beverages are prohibited on the premises.
- 8) 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.
- 9) Maximum capacity of the Don and Lisbeth Cooper Community Room: 50 pp.
- 10) Renters will not have the use of CFWNC telephones.
- 11) No group shall be allowed to sublet the facilities.
- 12) Organizations may not screw, drill, tack or mark the ceilings or walls. The expense to repair a violation of this rule will be charged to the organization. The space rented will be left in a clean and orderly condition. Please return furniture to its original configuration if furniture was moved for a meeting.

Application for Use of Conference Room

Date(s) requested _____ Time(s) requested _____ Expected attendance _____

Name of Organization _____

Name/Title of person applying on behalf of group _____

Email address _____

Mailing address _____

Work Telephone _____ Fax _____

Second Contact Person _____

Address _____

Work Telephone _____ Fax _____

Is organization nonprofit? _____ Governmental entity? _____ Please provide EIN# _____

Purpose/Mission of your organization? _____

Type of Activity/Meeting _____

The fee for the use of the Conference Room is \$50 for meetings of four hours or less; \$100 for meetings that are longer than four hours in duration.

A reservation 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 for the use of the Conference 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
4 Vanderbilt Park Drive
Asheville, NC 28803
Telephone (828) 254-4960 FAX (828) 251-2258
Inquiries may be directed to Beth Semadeni, Office Manager