

## **Asheville Area Habitat for Humanity Facilities Use Policy**

Asheville Area Habitat for Humanity, Inc. (Habitat) has meeting space that can be available for use by our Community Partners, neighbors and advocates; hereafter referred to as “Renter”. When we are able to make our facility available, we intend for our conference rooms to be utilized for meetings, seminars and classes.

### **Our facility is governed by the following procedures:**

1. Asheville Area Habitat for Humanity will have the opportunity to briefly introduce Renters to the organization at the beginning of each meeting or event.
2. Conference room availability is determined by Habitat scheduling. All Habitat business will take precedence for use of the conference rooms.
3. The fee for the use of a conference room is \$50 for up to a half day and \$100 for a full day. Non-profit organizations will receive a discount of 50%. Payment must be received at least two weeks prior to the event and can be made by check, cash or credit card. Credit card payments will incur an additional 3% fee.
4. Conference room usage requires a reservation through the Habitat office. Reservations may be made up to 90 days in advance but reservations may not be confirmed until 30 days prior to the meeting or event. A reservation is considered to be complete when an application form has been completed and forwarded to the Habitat office and confirmed. A signed copy of this policy must accompany the application.
5. Habitat’s business hours are 8:30 am to 5:00 pm, Monday through Friday. The Large Conference Room is only available for use during these times. There is an additional conference room in the ReStore, which is open from 9:00 am to 6:00 pm, Monday through Saturday.
6. Maximum capacity for the Large Conference Room is 60 individuals. Smaller rooms may be offered for small groups. Habitat reserves the right to specify which conference room is available based on group size and room availability. No group shall be allowed to sublet the facilities.
7. Outdoor parking will be available at no additional charge, but will be limited during Habitat business hours. Guest parking is restricted to the parking spaces immediately surrounding the Administrative Office building and is generally limited to 50 spaces.
8. The Renter is responsible for office supplies or any other materials that will be needed for meeting presentations.
9. Wireless access for Internet is available. The Renter is responsible for providing a laptop and/or projector for presentations if needed.
10. Renters may have use of a telephone for limited local calls or toll-free calls only.
11. Alcoholic beverages are prohibited per this policy.
12. Smoking is prohibited both inside and outside the building.
13. Proof of General Liability Insurance will be requested at Habitat’s discretion.
14. If the Renter does not have General Liability Insurance, Habitat may request a \$100 security deposit.

15. Habitat will deny further use of the conference rooms or to groups or individuals that violate the rules and regulations governing their use.
16. The Renter is responsible for any damages to Asheville Area Habitat for Humanity, Inc. building, grounds, fixtures, appliances or equipment that may have been caused by any guest.
17. Asheville Area Habitat for Humanity, Inc. reserves the right to deny use for any reason or for no reason.
18. Renters agree to indemnify and hold harmless Asheville Area Habitat for Humanity, Inc. against all injury, loss, damage, claim, or liability of any kind, whatsoever, occurring to person or property and arising out of any act or omission of the Renter or any participant in the Renter's meeting or event.

**Facility guidelines for the day of Renter's meeting:**

1. The Renter's primary contact person will check in with Habitat's Office Assistant upon arrival and prior to departure.
2. Primary contact or their designee is to be available to greet caterer, speakers, guests, etc. and direct them to the meeting room.
3. Renter will inform guests that phone calls and conversations should not be held in the lobby area of the Habitat office. It can be disruptive to staff and volunteers working in that area.
4. Conference room furniture may not be removed but may be rearranged. Renters may not screw, drill, tack, tape or mark the ceilings or walls. The expense for violation of this rule will be charged to the Renter. The conference room will be left in a clean and orderly condition. Please return furniture to its original configuration if furniture was moved for a meeting. A diagram of standard table configuration is available upon request.
5. The Renter is responsible for emptying and relining all trash and recycling containers and putting the trash and recycling in the City of Asheville containers provided outside the mail room door.
6. At the conclusion of the meeting the Renter is responsible to see that all countertops, tabletops and surfaces on which food or beverages have been placed are cleared and wiped clean.
7. Renter will vacuum the meeting room if necessary. A Habitat staff member can access a vacuum, broom and mop if needed for the Renter's use.

**The undersigned certifies that they are legally able to enter into contract with Asheville Area Habitat for Humanity, Inc and that they have read, understand, agree to and accept the above outlined terms on behalf of the Renter.**

\_\_\_\_\_  
**Signature of Renter**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Organization Name**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Email**

\_\_\_\_\_  
**Phone**

## Application for Use of AAHH Conference Room

Date(s) requested \_\_\_\_\_ Time(s) requested (include set up & clean up) \_\_\_\_\_

Name of Organization \_\_\_\_\_

Name/Title of person applying on behalf of Renter \_\_\_\_\_

Mailing address \_\_\_\_\_

Work Phone# \_\_\_\_\_ Cell Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Email address \_\_\_\_\_ Website \_\_\_\_\_

Secondary Contact Person \_\_\_\_\_ Phone# \_\_\_\_\_

Is your organization a non-profit? \_\_\_\_\_ Expected attendance \_\_\_\_\_

Purpose/Mission of your organization? \_\_\_\_\_

Type of Activity/Meeting? \_\_\_\_\_

% of group participants from Buncombe County? \_\_\_\_\_

Can you provide proof of General Liability Insurance?    Yes     No

**The fee for the use of a conference room is \$50 up to a half day and \$100 for a full day. A 3% fee is required for all payments made by credit card.**

A reservation for use of a conference room is complete when:

1. Completed application form and signed Policy have been received in the Habitat office.
2. The reservation date has been confirmed by Habitat.
3. Payment must be received no later than two weeks prior to the event.

**By signing below, the Renter has read and understands Habitat's Policy and Procedures on the use of the conference rooms, and assumes full responsibility on behalf of their organization.**

\_\_\_\_\_  
**Signature of Renter**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

*Please return signed Facilities Use Policy and Application to:*

Asheville Area Habitat for Humanity, 33 Meadow Road, Asheville, NC 28803

Inquiries may be directed to Heather Roberts-VanSickle, Office Assistant.

Email: [hrobertsvansickle@asvillehabitat.org](mailto:hrobertsvansickle@asvillehabitat.org) - Direct: 828-407-4388 or Fax: 828-251-0678

### Office Use

Fee: \_\_\_\_\_ Rm: \_\_\_\_\_

Confirmed     Calendar

Abila ID number: \_\_\_\_\_

# Emergency Exit Procedure

## Asheville Area Habitat for Humanity – Administrative Office

**Address:** Asheville Habitat for Humanity  
33 Meadow Road  
Asheville, NC 28803

(cell)

**Main Contact:**

**Name:** Laura Walker, Office Manager  
**Phone/Cell:** 828-210-9361 (desk), 828-301-0064

**Email:** lwalker@ashevillehabitat.org

### Evacuation

In the event of an emergency, evacuation of this building may be required. Please listen for a verbal announcement or a siren to notify the need for evacuation. Employees and guests must evacuate by means of the **nearest** available marked exit. The elevator is not to be used for evacuation purposes.

### Assembly

After an emergency evacuation, employees, volunteers and guests are to gather in the following location(s):

- **Designated Meeting Area:** ★ Clear concrete area near railroad tracks on south side of property.
- **Alternate:** ★ If the hazardous situation comes from the rail road tracks, the Alternate Designated Meeting Area will be used. It is the clear concrete/gravel area to the west of the warehouse loading dock on the other side of Habitat's fence line. Do not route evacuees into a roadway. See Diagram 1 below.

### Accounting

After an emergency evacuation, the procedure for accounting for all employees and volunteers is to take a head count after the evacuation. The leader of any conference room meeting shall account for their meeting attendees and report to the Office Manager, Laura Walker. Four staff people have been identified as a "Habitat Person in Charge". They are (as available) Laura Walker, Ed McGowan, Consuela Lively and Jill Franklin. One of them will identify the names and last known locations of anyone not accounted for and pass them to the emergency responder official in charge.

## DIAGRAM 1

### Evacuation Meeting Areas

