

## **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. Please refer to attached checklist for additional information.

### **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 four hours or less and \$100 for more than four hours. 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 30 individuals for which a maximum of 20 parking spaces is available. 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 20 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 must be provided with this document.
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 front office personnel 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 repairs due to the 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 food has been served or if otherwise necessary. A Habitat staff member can access a vacuum, broom and mop if needed for the Renter's use.
8. Renter will be charged a \$50 cleaning fee for any cleanup required by Habitat staff, including, but not limited to: relining bins, sorting recycling from trash, vacuuming, returning tables/chairs to original configuration, wiping down surfaces. If the rental was paid by credit card that card will be charged. If the rental was paid by check then Renter will receive an invoice due upon receipt.

**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**

# Asheville Area Habitat for Humanity

## CONFERENCE ROOM RENTAL CHECKLIST

Activity	Completed By/Date
<b>Minimum 2 weeks prior:</b> Ensure payment has been submitted and certificate of general liability has been forwarded	
<b>Prior to event:</b> Ensure all attendees are aware of parking restrictions and sign-in requirements. Ensure host is aware of cleaning and organizing responsibilities at conclusion of event.	
<b>Day of (before event):</b> Host will check in with receptionist, Office Assistant or Office Manager up arrival. Please inform us of any expected deliveries.	
<b>Day of (after event):</b> Host will check in with receptionist, Office Assistant or Office Manager at end of event to gather cleaning supplies, can liners and table map.	
<b>Day of (after event):</b> Host will ensure completion of required cleaning/organization as below:	
___ tables and countertops have been cleaned with approved spray/cloth or wipes	
___ chairs have been wiped off and floors have been vacuumed	
___ tables and chairs have been returned to AAHH configuration	
___ all trash and recycling has been removed to appropriate outdoor containers	
___ trash can has new liner	
___ microphone has been returned to receptionist or Office Assistant	
<b>Prior to departure:</b> Host will request final walk through of facility from Office Assistant or Office Manager.	
<b>AAHH Staff sign-off:</b> _____	

## 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 - Direct: 828-407-4388 or Fax: 828-251-0678

**Office Use**

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

Confirmed       Calendar

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

## Emergency Action Plan – Administrative Office

### Asheville Area Habitat for Humanity - Administrative Office

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#### Alerts

In the event of an emergency, employees are alerted by:

**The sounding of an alarm and/or verbal announcement.**

**Instructions for Verbal Announcement: Lift the handset of any office phone, dial 701 plus the paging zone number (Zone 1 = Admin Office, Zone 2 = ReStore, Zone 0 = All)**

Identify the emergency signal for each emergency situation (i.e. general evacuation, fire, tornado/hurricane):

The emergency signal for a general evacuation will be by verbal announcement. Lift the handset of any office phone, dial 701 plus the paging zone number (Zone 1 = Admin Office, Zone 2 = ReStore, Zone 0 = All).

The emergency signal for a fire will be strobe lights flashing and a three-temporal pattern siren (and possibly a verbal announcement if the fire has not yet set off the sprinkler or alarm). When the alarm system activates, it will automatically call the monitoring company who will dispatch the fire department and then call the site. If no one answers, they will proceed to call down the call list of other contacts. Smoke at the smoke detectors causes the fire alarm to activate; the sprinklers will only activate when the sprinkler head reaches 135 degrees.

The emergency signal for a tornado or hurricane will be by verbal announcement. All staff, volunteers and guests must report to a tornado or hurricane safety zone. These are any interior room on the first floor of the office (bathrooms, janitorial closet, small conference room, kitchen and interior hallways). Stay away from windows and evacuate the second floor. Do not go outside.

#### Routes

In the event of any emergency, employees must evacuate by means of the **nearest** available marked exit. The elevator is not to be used for evacuation purposes. See Diagram 2.

#### Extinguishers

Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire to prevent loss of life before evacuating. Locations of fire extinguishers are noted on Diagram 2. Remember the word P.A.S.S.



## Operations

Critical operations shutdown procedures are not required, because no employees are authorized to delay evacuation for this purpose.

## Assembly

After an emergency evacuation, employees and volunteers 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.

## Accounting

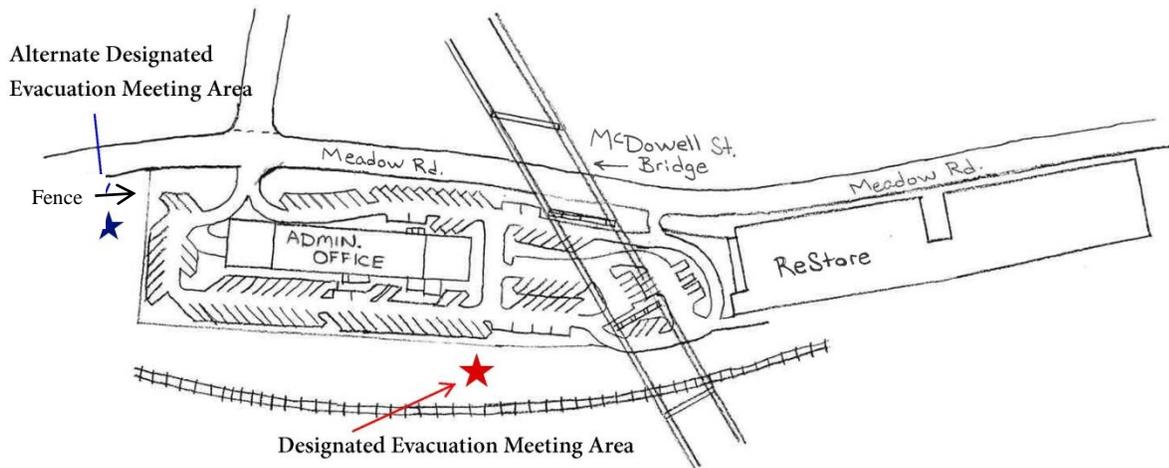
After an emergency evacuation, the procedure for accounting for all employees and volunteers is to take a head count after the evacuation. Each present department head will account for their employees and report to the Executive Director. If a department head is not present, the Executive Director will account for their employees. Four staff people have been identified as "AAHH Person in Charge". They are (in order or as available) Laura Walker, Ed McGowan, Angie Carter 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.

## Additional Evacuation Plan and Procedure Information

Volunteers and other guests will be accounted for by the Office Manager with assistance by staff.

### DIAGRAM 1

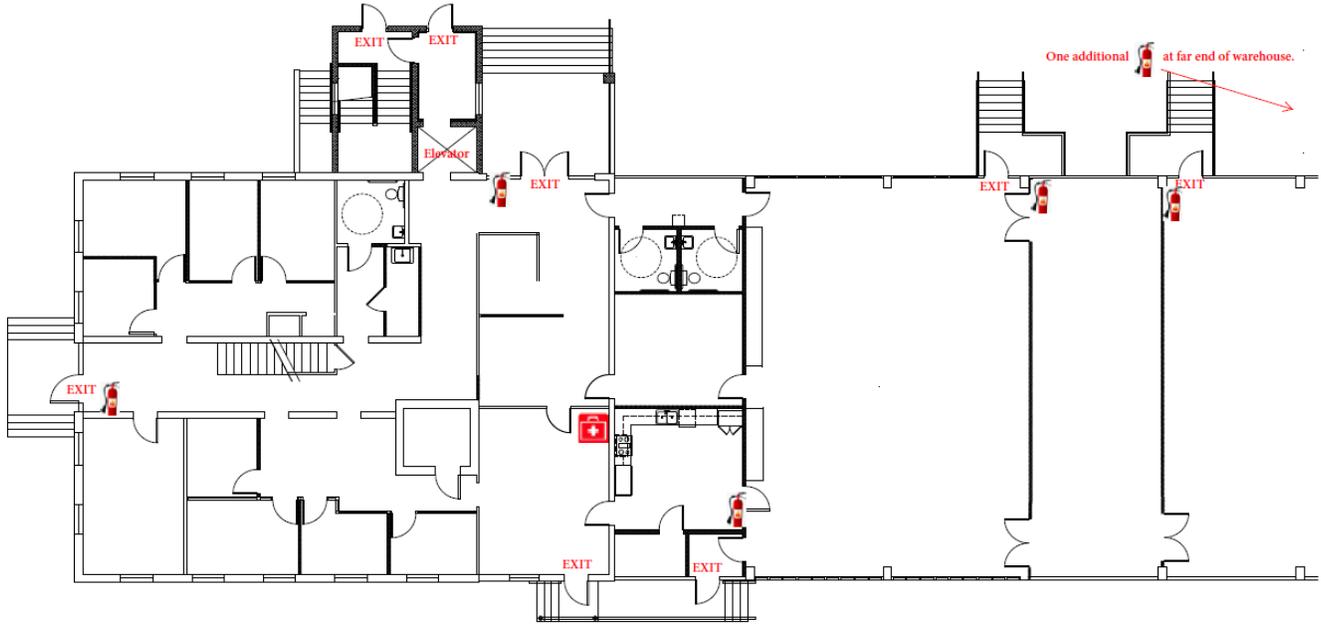
#### Evacuation Meeting Areas



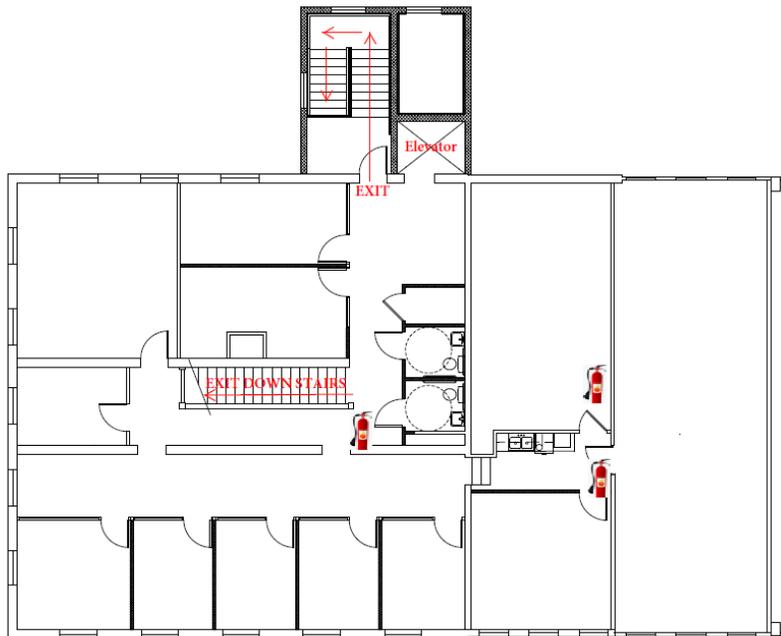
# DIAGRAM 2

## Emergency Action Plan: Office Escape Route Fire Extinguisher Locations First Aid Kit Location

AAHH - Admin. Building (33 Meadow Rd)



FIRST FLOOR PLAN



SECOND FLOOR PLAN