

Asheville Area Habitat for Humanity Facilities Use Policy

Asheville Area Habitat for Humanity, Inc. ("Habitat") is pleased to make its meeting spaces available for use by our community partners, neighbors, and advocates (collectively referred to as "Renters"). When available, our conference rooms may be used for meetings, seminars, and classes that support the community and align with Habitat's mission.

General Policies

1. Habitat may take a few minutes at the beginning of each event to share brief information about our organization and mission.
2. Conference room use is subject to Habitat's scheduling needs. All Habitat business takes priority. Rooms are available Monday, Wednesday, Thursday, and Friday, from 9:00 a.m. to 4:00 p.m.
3. Reservations must be made through the Habitat office and may be requested up to 90 days in advance. Confirmation will be provided no more than 30 days before the scheduled date. A completed application form and signed copy of this policy are required to confirm a reservation.
4. Rental Fees and Payment: \$50 for up to four hours. Payment is due at least two weeks prior to the event and may be made by check, cash, or credit card (3% processing fee applies to credit card payments).
5. Room Assignments and Capacity: The Large Conference Room accommodates up to 30 people and up to 20 parking spaces. Smaller rooms may be assigned based on group size and availability. Subleasing of any space is prohibited.
6. Parking: Parking is available at no additional cost but is limited during business hours. Guests must park only in spaces surrounding the Administrative Office building and may use a maximum of 20 spaces.
7. Insurance and Liability: Renters must provide proof of General Liability Insurance with this agreement. If insurance is not available, Habitat may require a \$100 refundable security deposit. Renters are responsible for any damage to the building, grounds, fixtures, or equipment. Renters agree to indemnify and hold harmless Asheville Area Habitat for Humanity, Inc. from all injury, loss, damage, or liability arising from Renter's use of the facility.
8. Alcoholic beverages and smoking (inside or outside) are strictly prohibited.
9. Habitat reserves the right to deny facility use at its sole discretion or to revoke privileges if policies are violated.

Facility Guidelines (Day of Event)

1. The Renter's primary contact must check in with front office staff upon arrival and before departure. The contact or their designee must be available to greet caterers, speakers, and guests.
2. Please remind guests that phone calls and conversations should not take place in the lobby, as this disrupts staff and volunteers.
3. Furniture may be rearranged but not removed. No drilling, taping, or marking walls or ceilings. Renters will be charged for any resulting damage. Rooms must be returned to their original layout (a reference diagram is available).
4. Empty and reline all trash and recycling bins. Dispose of waste in the City of Asheville containers located outside the mail room door. Clear and disinfect all tables, countertops, and other surfaces. Vacuum the room if food is served or as needed. Cleaning supplies and equipment are available upon request.

5. If Habitat staff must perform additional cleaning (including relining bins, sorting recycling, vacuuming, resetting furniture, or disinfecting surfaces), a \$50 cleaning fee will be charged to the Renter. If paid by credit card, the fee will be automatically charged; otherwise, an invoice will be issued and payable upon receipt.

Agreement

The undersigned certifies that they are authorized to enter into this agreement on behalf of the Renter and that they have read, understood, and agreed to all terms of this Facilities Use Policy.

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 Jenny Bromley, Operations Coordinator.

Email: jbromley@ashevillehabitat.org - Phone: 828-251-5702 - Fax: 828-251-0678

Office Use

Fee: _____ Rm: _____ Confirmed ☐,
Calendar ☐ DP ID number: _____