Use of the Community Foundation Conference Room

The Community Foundation of Western North Carolina (CFWNC) is pleased to rent our conference room(s) 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 CFWNC 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.


10) Renters will not have the use of CFWNC telephones.

11) Renters shall not sublet the facilities.

12) Organizations may not attach items to or mark the ceilings or walls. The expense to repair a violation of this rule will be charged to the organization.

13) The space rented will be left in a clean and orderly condition.
Application for Use of CFWNC 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 ______________________

Second Contact Person _____________________________________________________________

Address __________________________________________________________________________

Email address _____________________________________________________________________

Work Telephone ______________________

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
Suite 300
Asheville, NC 28803
Telephone (828) 254-4960                FAX (828) 251-2258