



Building Facility Use Application
Complete form and return by emailing to dmanley@wncbridge.org

Name of Organization: _____

Tax ID: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Event Date:

Person Requesting Usage: _____

Contact Person during event: _____

Contact Person Phone: _____

Contact Person Email: _____

Contact Person Arrival Time: _____

Beginning Time: _____ Ending Time: _____

Estimated Attendance: _____

Title of Event/Meeting, Target Audience, and will any other groups not part of your org be in attendance:

Will your organization be serving food/beverages:

Will your organization be serving alcohol:

Will your organization have children in attendance:

Will your organization have service animals present:

Usage Service Fees	
Conference Room 120-\$250.00 <i>Seated Capacity: 100</i>	<u>Select the Requested Conference Room:</u>
Conference Room 124-\$150.00 <i>Seated Capacity: 14</i>	

Services Requested	
<i>"If services are not selected, services will not be provided."</i>	
Guest Wi-Fi Internet Access	Included <input type="checkbox"/>
<u>Select services requested</u>	Podium <input type="checkbox"/> Display Monitors <input type="checkbox"/> Wireless hand-held microphone <input type="checkbox"/> Wireless lapel mic <input type="checkbox"/>

Zoom Room Services	
<u>Select zoom room services requested</u>	Recording <input type="checkbox"/> Screen Sharing <input type="checkbox"/>

Additional Services Available as requested	
<u>Select additional services requested</u>	Non-Adhesive flip-chart paper <input type="checkbox"/> Flip Chart Stand (<i>Easel</i>) <input type="checkbox"/> Copier located in Conference Room 124 <input type="checkbox"/>

Procedure for requesting use: Send a completed *Facility Use Application along with current Certificate of Insurance (COI)*, to **WNC Bridge Foundation: Administrative Specialist, Debbie Manley** – dmanley@wncbridge.org

General Principals and Usage Guidelines:

The WNC Bridge Foundation Building, hereafter, referred to as “WNCBF”, is available for use by affiliated or unaffiliated groups or organizations for the purpose of “Providing funds to assist in meeting the health challenges of people in the communities of Western North Carolina and to empower non-profits to impact individual and community wellness in those communities”, and are subject to the guidelines shown below. WNCBF will make our best effort to honor space reservations but, on rare occasions, may need to change or cancel a reservation. **Recurring meetings will not be permitted.**
Submission of a Facility Use Application form does not guarantee space availability.

1. **Availability:** Conference Room 120 and Conference Room 124 are available for use Tuesday through Thursday 8:00am - 5:00pm. If times and days, outside of those stated are needed, prior approval by the President/CEO is required. The building is not available for use on Saturday, Sunday, and designated holidays, that may fall on regular business days. A building Egress plan is available upon request and is posted thru out the building.
2. **A/V Equipment:** All conference rooms are equipped with monitors and Wi-Fi Internet access available free of charge. User will provide laptop computer, if applicable. Other equipment and services as listed on page two and may be reserved as applicable. A/V technician support is not available after 5:00 pm, Tuesday – Thursday, unless event is “after normal business hours or on Saturday, with prior approval.
3. **Conference Room 120:** Available with: (13) 5’ round tables and (100) chairs. User MAY move tables and chairs but MUST return them to their original set-up. Conference table chairs must be left within the conference room. **High-Top tables/chairs can be moved to the outside patio area only.**
4. **Conference Room 124:** Available with: (1) 8’ Rectangle high-top table and (6) high-top chairs, (2) 31/2’ square tables with (4) chairs each. This room has limited flexibility for set up.
5. **Lobby/Hallways:** Use of the lobby area and/or hallways for reception or registration check-in functions is permitted.
6. **Entrance/Exit:** Available entrances/exits for groups to enter and exit the building: the main lobby door on the first floor, the patio door in Conference room 120. Additional entrances/exits are reserved for non-group participants. Leaving any exterior doors propped open, breaches the security for building and is prohibited.
7. **Failure to comply:** Failure to comply with these guidelines may result in loss of building use privileges, and/or monetary fee.
8. **Fees:** Any fees associated with Usage Service, A/V Services, Zoom Services, and Conference Services are applicable to all groups requesting a conference room reservation.
9. **Food/beverages:** Food may be served and eaten in conference rooms. Buffet or catering tables are not permitted in any hallway. User’s caterer must clear away food, beverages, and equipment immediately following meeting/event. Remove all trash and recyclables and put into the trash and recycle dumpsters, provided at the rear of the building. Use of WNCBF’s kitchen for conference rooms 120 and 124 is allowed. The kitchen is equipped with the following: refrigerator, wine cooler, oven, dishwasher, microwave, and ice maker.
10. **Parking:** Visitor parking spaces are limited to 42 spaces at the WNCBF’s building. If more spaces are needed, we suggest carpooling. Overnight parking on the campus is prohibited.

11. **Reservations/Cancellations:** Reservations are considered for dates within the 90-day period following the date of application. Notification to coordinator, that your meeting/event is canceled, is required at least 48 hours in advance in writing. Failure to comply may result in a monetary fee.
12. **Restrooms:** Located on the 1st floor hallway, just outside of conference rooms 120 and 124.
13. **Signage:** Signs mounted outside conference rooms, displaying meeting/event information is permitted. Paper signs attached by any means are prohibited. Internal and external signage will be available for use to direct visitors to the proper entrance and conference room.
14. **Security:** Persons utilizing the WNCBF building are subject to security camera monitoring and recording. Access is restricted to those entrances, exits, and spaces so designated by the Operations Director.
15. **Tobacco free campus:** Use of tobacco is NOT permitted inside or outside, in any area owned by WNCBF. Tobacco use refers to: smoking, vaping, or use of any/all tobacco products. If smoking, vaping, or use of any/all tobacco products is detected in the building a \$500 additional cleaning fee will be charged and will result in loss of building use privileges.
16. **Zoom Services:** Conference rooms are equipped with interactive zoom equipment.
17. **Wall surfaces:** Do NOT use clear adhesive tape, double-sided tape, packing tape, or push pins on any surface in the WNCBF Building. Damage to doors and walls may result in a monetary fee.
18. Children are NOT permitted to be in attendance without prior approval by WNCBF and must be attended by an adult at all times.
19. **Questions:** For any questions about building use or these guidelines, call, Administrative Specialist, Debbie Manley at (828) 277-4815.

Contractual obligations

1. Supplier (User) shall to the fullest extent permitted by applicable law, defend, indemnify, release and hold WNC Bridge Foundation Affiliates and its and their respective directors, officers, employees, representatives, successors and assigns (each an "Indemnitee") harmless from and against any and all suits, actions, or proceedings, at law or in equity, and from any and all claims, demands, losses, judgments, fines, penalties, costs, expenses, including attorneys' fees and expenses, or liabilities (including, without limitation, claims for personal injury, death, or property damage) arising from any act or omission of Supplier or Supplier Personnel, except to the extent attributable to the sole and direct gross negligence of an Indemnitee, arising from or out of use of the WNCBF facility.
2. User shall not sign or transfer its permission to use the WNCBF facility, to any other person or group without the express written permission of WNCBF.
3. Violations of any WNCBF building usage guidelines as listed above shall be grounds for suspension of building usage privilege.
4. User shall be responsible for any and all **External** participants and their connectivity when Zoom services are being used within the building.
5. User shall be liable for any damages to WNCBF premises including furniture, equipment, walls, and doors.
6. User is responsible for supervision of the meeting/event including maintenance of order and safety of people present. **A designated contact must be present during the entire duration of the meeting/event.**
7. User agrees to not block access to doors, exits, entrances, or hallways.

I have read, understand, and will comply with the WNCBF Building Usage Guidelines as outlined in this application. **Submission of a Facility Use Application form does not guarantee space availability.**

Printed Name

Today's Date

Signature

Title

Complete form and return by emailing to dmanley@wncbridge.org

INTERNAL USE ONLY:

Approved/Not Approved: _____

Printed Name: _____

Signature: _____

Today's Date: