

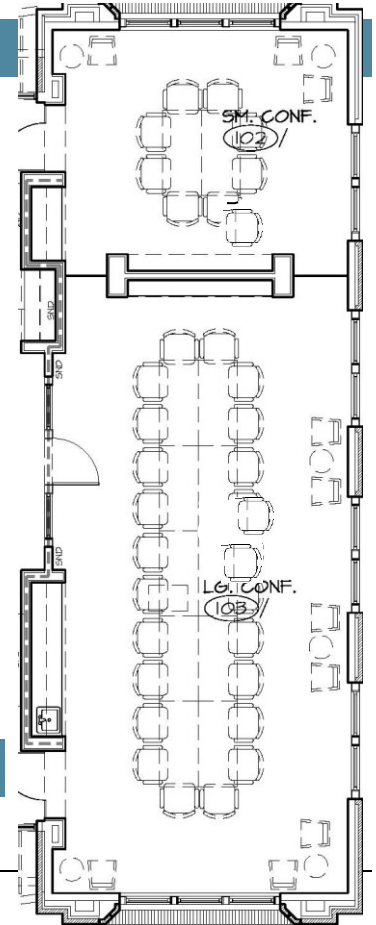
Conference Center Application for Use

(Please fax completed applications to 337.769.4845 or email to eguidry@cfacadiana.org)

About the Center

Community Foundation of Acadiana is both humbled and grateful to have received its permanent home as a gift from a generous donor in November 2009. Because the building was designed and built as a gift for the Foundation, its characteristics reflect the Foundation's stability, transparency, and progressiveness in the communities it serves. Within the building are two conference rooms—a smaller room for groups of up to 12 and a board room with a seating capacity of 50. As available, the Foundation is proud to offer use of its Conference Center to the public for those events that are in accordance with its mission. CFA also welcomes and encourages use of its Conference Center by its *Ambassadors*, as outlined in the *Ambassador* benefits. Applications for use of the Center will be reviewed by CFA staff and Board of Directors to assure that the proposed event is in keeping with the Foundation's mission.

- ❖ The Conference Center is available for use from 8:00 AM – 4:30 PM Monday – Friday, as these are Foundation's regular business hours. In addition, use on nights, weekends, or holidays may be considered upon request.
- ❖ A projector and screen are available for use and our Conference Center is equipped with password protected Wi-Fi.
- ❖ Coffee and water will be provided for all meetings held in the Center. Catering and additional hospitality services can be provided upon request.



CONFERENCE CENTER Application for Use

Contact Information

Contact Name: _____

Title: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Mobile (emergency): _____

Room rates (2 hour minimum) include service of coffee and water, as well as use of the Audio Visual Equipment.

Event Details

*Should AV equipment not be required, the room rates will be reduced by 20%.

Commercial Rates*	2 Hours	½ Day	Full Day	Nonprofit Rates*	2 Hours	½ Day	Full Day
Board Room:	\$150	\$300	\$450	Board Room:	\$75	\$100	\$200
Small Conf Room:	\$75	\$150	\$250	Small Conf Room:	\$50	\$75	\$100

Check one: _____ Board Room (seats up to 50)

_____ Small Classroom (seats up to 12)

Additional Information for Consideration in Approval Process

_____ I am an *Ambassador*. As per *Ambassador* benefits, I am applying for free use of the space requested.

Date of Activity: _____ Arrival Time: _____

Meeting Time: From _____ to _____ Departure Time: _____

_____ I am requesting a meeting time other than CFA's regular business hours. I understand that an additional fee could be applied.

Expected number of attendees: _____

Additional Needs/Information

Setup (circle one): Board Room Classroom Horseshoe Banquet Other _____

Topic or Activity: _____

Requested Equipment. CFA is able to provide the following equipment. *Please check any needed equipment.*

_____ LCD Projector	_____ LCD Projector with Laptop
_____ DVD player*	_____ Hand held microphone*
_____ Screen	_____ Display easels
_____ Lavalier (wireless) microphone*	_____ Laser pointer

*Available only in board room.

Refreshments. *Please indicate the services below that you will provide. (CFA will provide catering or refreshments upon request.)*

_____ Meals	_____ Beverage Services
_____ Snacks	_____ Other (please list):

_____ I request that CFA provide refreshments to include soft drinks and cookies. (I understand that the cost will vary depending on number of attendees. A CFA representative will contact me to confirm my order once this application is approved.)

_____ I request that CFA provide catering service for lunch. (I understand that the cost will vary depending on number of attendees and type of meal selected. A CFA representative will contact me to confirm my order once this application is approved.)

Please consider that in most cases, applications/events will be evaluated on the extent to which they further the mission of Community Foundation of Acadiana.

- 1) Does your organization generally advance philanthropy/giving in our region? If so, how?
- 2) Do you (or the organization that you represent) have an established relationship with CFA? If so, please describe that relationship.
- 3) In general, how does the proposed event help further CFA's mission?

Signature and Acknowledgements

I acknowledge that I have read, understand and agree to comply with the policies and procedures set forth by Community Foundation of Acadiana. If the requested event is approved, I also agree to be in attendance during the event and to disseminate information regarding procedures to event participants prior to their arrival and throughout the activity. I acknowledge that disregard of any of the established guidelines may prohibit my and/or my company's future use of this facility. If required, I agree to send a \$75 non-refundable, reservation fee along with the submission of this conference center rental application. I agree to remit the balance due on room rental fees before the start of the event.

I also understand that my reservation is not confirmed until I am notified via email or fax.

Signature

Title

Date

For CFA Review

Reservation Status.

Community Foundation of Acadiana has reserved the **Board Room / Small Conference Room** for this event
_____ .

_____ At this time, we are unable to accept this reservation request.

on _____ from _____ until _____ based on the information provided.

Total fees due: \$ _____ Reservation Fee Received: \$ _____ Balance Due: \$ _____

Community Foundation of Acadiana Representative

Date

(over)

General Guidelines for Use of Conference Center

Some very general guidelines have been established in an effort to better honor and maintain the gift of the building, and to assure that use of the conference center does not interfere with the Foundation's daily operations.

- ❖ CFA does not endorse any of the contents of the meetings that are held in its conference center.
- ❖ Generally, event participants should arrive no more than 15 minutes prior to event and should depart within 15 minutes of adjourning.
- ❖ Generally, applications will not be considered for fundraising events, political events, events where an admission fee is charged at the door, events where products are sold or auctioned, or private family events.
- ❖ CFA employees will arrange room furniture prior to an event according to data provided in this agreement when feasible. Movement and handling of furniture, media equipment, and computer equipment by non-CFA employee is not allowed.
- ❖ Smoking is not permitted in the building or at the entrance to the building.
- ❖ Event activities must remain in the reserved room at all times so as to not interfere with CFA business operations. CFA asks that the meeting organizer be conscious of the noise level, as CFA staff is conducting business in close proximity to the conference center.
- ❖ CFA requests that meeting participants take breaks in the meeting room or outside the building. Use of cell phones and discussions in the hallway at any time is not allowed.
- ❖ CFA requests that all facilities should be left in a clean and orderly condition following the event.
- ❖ CFA wishes to preserve condition of the building and requests that nothing be taped to the walls or doors.
- ❖ The CFA parking lot has limited capacity. Additional parking is available on the street near the building.