



**Asheville  
Home Builders  
Association**

## **Room Rental Policy**

- Room rental is extended only to members of the Asheville Home Builders Association. Special consideration will be made for area nonprofits.
- Room may be rented between the hours of 8:00 a.m. and 5:00 p.m. After hours rental may be available for an additional charge.
- Room rental is for space only...food, beverage and supplies must be provided by the renter.
- Room is to be set up by renter and cleaned and re-set before leaving the premises. Failure to leave room in satisfactory condition will result in a \$50 cleaning charge and potential loss of future rental privileges.
- Food is to be set up and served from the catering kitchen which is located in the room.
- A/V equipment (projector, screen) is included in rental amount. This does not include laptop computers or other equipment not installed in the AHBA Conference Room.
- Room rental does not include additional meeting needs such as flip charts, markers, etc. These materials must be provided by the renter.
- AHBA Members wishing to use the single office in the lower portion of the AHBA Office may do so for client/employee meetings lasting no more than 2 hours at no charge.
- Room reservations and dates will not be reserved/confirmed until signed form is received by AHBA. Payment for space must be received in advance.
- All rentals must be approved by the AHBA. The AHBA reserves the right to refuse any rental.

**Rental rates:** Boardroom/Conference Room Rental.....\$25.00/Hr. OR \$225.00 Day Rate (5+ hours)

**Room Rental Discounts:** Current AHBA Board Members and current Foundation Club Members are eligible for room rental discounts, contact the AHBA directly for details.

*(Additional questions may be addressed to Caroline Sutton, 828-299-7001 or [caroline@ashevillehba.com](mailto:caroline@ashevillehba.com))*

**Date(s) Requested:** \_\_\_\_\_ **Times Requested:** \_\_\_\_\_

**Rental Use:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Number of Attendees:** \_\_\_\_\_ **Total Rental Hours to be Billed:** \_\_\_\_\_

**ACKNOWLEDGEMENT** - Please acknowledge receipt and understanding of the above policy by signing and returning to Caroline Sutton, Fax: 828-299-7008

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed