

Application for Meeting Room Use



COMMUNITY FOUNDATION
of North Central Florida

Complete the 3 pages of information below; the form can be emailed, faxed or mailed:

Email: Fill out this form, save it on your computer and email it to office@cfncf.org

Fax: Click the **Print** button at the bottom of the page and fax to 352-378-1718

Mail: Click the **Print** button and send to: Community Foundation, 3919-3 W Newberry Road, Gainesville, FL 32607

Please Note: Submission and receipt of this form does NOT constitute approval of requested use. A confirmation will be emailed to you within 48 business hours of receiving your request.

Organization Information

Organization Name

Contact Name

Street Address, City, State Zip Code

Contact's Email:

Is your organization a 501(c)(3)?

Title

Yes

No

Tax ID#

Phone Number

Best method for contacting you?

Best time of day to reach you?

How did you hear about our room use?

Meeting Details

Name of Contact Person Attending	Contact's Phone Number	Contact's Email
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Name of meeting	Purpose of Meeting
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Meeting Date Requested	Multiple Dates, enter here
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Beginning Setup Time	Meeting Start Time	Meeting End Time
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Please Note: Foundation business hours are 8:30am - 5:00pm M - F (Memorial Day thru Labor Day 9am - 5pm M-Th). If you need to arrive outside of business hours, please call our office for approval prior to submitting this form. CFNCF phone: 352-367-0060

Number of Expected Attendees*	*If you expect more than 30 attendees, email or fax your insurance certificate to office@cfncf.org or fax to 352-378-1718. (See Section 1 of Conference Room Policy.)
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Room Information

Room Selection

Training Room - capacity 30	Board Room - capacity 8-10
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Training Room Setup Information

Other Setup Details

U-Shape (free)

Will do own setup, different from above (free)

Would like setup done for us (\$35/hr) - select choice:

Classroom	Conference	Rectangle	Theatre
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Head Table Position	Registration Table	Coffee Pot
Front of room	Yes	Yes
Other	No	No

Audio/Video Setup \$40 flat rate Includes IT assistance for the duration of the meeting.

Projector	Audio
Conference Phone	Mics (Training Room only)

Catering Information The Foundation encourages the use of local businesses.

Will the meeting be catered?	Caterer's Name and Contact Info
Yes No	

Rate

\$70: Total Room Setup - both tables & chairs & audio/video
\$35: Audio/video/conference phone only
\$35: Tables & chairs only
\$0: Organization has no setup or audio/video/conference phone needs

Agreement & Authorization

I have read the Meeting Room Use Policy. Any violation of the policy may result in denial and/or cancellation of future use of meeting rooms. Approval to use meeting rooms is not an endorsement by the Community Foundation.

I am aware of the Foundation's business hours as noted above and meetings outside these hours need prior approval.

I understand that I am responsible for bringing all of my own supplies including coffee, cups/plates/napkins, flip chart paper, writing utensils, etc.

Type Name (serves as your signature)

Date

Foundation Approval

Date