

Building Industry Association of Greater Louisville
1000 N Hurstbourne Pkwy
Louisville, KY 40023

Lower-Level RENTAL POLICIES

Payment and Reservations: The following policies apply unless other arrangements have been made.

Reserving space: *A non--refundable, non--transferable deposit of \$50 holds your time.
A refundable damage deposit is due at time of rental \$250 – we will hold
payment and return after the event. (**check only – no credit cards for damage
deposit**)*

Member Rental rates room only (2021):
Additional to your non-transferable deposit of \$50

- _____ \$25 / hour
- _____ \$120 / up to 4 hours
- _____ \$240 / up to 8 hours
- _____ \$500/ more than 8 hours in a single day or multiple day event – must be pre-approved

Non - Member Rental rates room only (2021):
Additional to your non-transferable deposit of \$50

- _____ \$50 / hour
- _____ \$240 / up to 4 hours
- _____ \$480 / up to 8 hours
- _____ \$1000/ more than 8 hours in a single day – or multiple day event – must be pre-approved

Technology fee:

- _____ \$50 – TV's, laptop, staff assistance

Cleanup: Cleanup is your responsibility supplies will be provided - vacuuming, garbage, and covid protocols including cleaning the restrooms or
_____ \$150 for BIA staff to clean up

Food/Beverage: You are responsible for any snacks, food (lunch) or beverages to be supplied.

- _____ \$50 snacks or beverages to be supplied by the BIA (no lunches will be supplied by the BIA).

Materials: You are responsible for any materials to be used.

Payment due: Full payment for a one---time event or on---going groups is due on the date of the event or group meeting. Payments can be made by cash, check or credit card.

RENTER INFORMATION

Name: _____

Company Name: _____

Address: _____

City _____ State _____ Zip _____

Phone: _____

E---mail: _____

RENTAL AGREEMENT

Specifics of the rental arrangement are as follows:

Dates rented: _____

Rental times: _____

Type of event: _____

Number of people expected at event: _____

Total amount due: _____

Approved by: _____ (BIA Staff) Date: _____

Payments – deposit due now \$50

balance _____ due _____ cash check credit card

Credit Card _____

Expiration date _____ CVS _____

Billing address _____

City _____ State _____ Zip _____

I understand that Building Industry Association and staff are not responsible for any items lost or stolen from the building. Nor are they responsible for injury or damage to persons occurring during my rental period. I agree to hold the Building Industry Association harmless from liability on account of any injury or damage arising from my use of the space.

Signature: _____

Date: _____

The health and safety of our members, staff, and event attendees is our number one priority. See the steps we are taking below to prioritize your well-being.

BIA COVID-19 EVENT PROTOCOLS

In response to the COVID-19 pandemic, the BIA has implemented mandatory protocols for events, education classes, and visits to the office.

- Any BIA member, guest, or staff member **MUST** wear a mask always covering both their nose & mouth - even outside. The only exception for this is if you are actively eating or drinking
 - **PLEASE NOTE:** Simply holding a beverage does not make you exempt from wearing a mask
- All BIA members, guests, and staff are encouraged to practice appropriate social distancing and limit physical contact as much as possible
- We encourage all BIA members, guests, and staff to wash their hands with soap and water often, especially when in a public setting
- Hand sanitizer will be provided throughout event venues - we encourage all event attendees to use sanitizer before eating or touching any surfaces
- To ensure a minimal amount of contact, tickets will be digital for some events
- Guest capacity will be limited based on government occupancy restrictions
- Temperature checks may be performed

PLEASE NOTE: If you have been around someone who has been sick or you have been directly exposed to an individual who has tested positive for COVID-19 - please do not attend any BIA events or courses.

To view the minimum requirements for Kentucky, [click here](#).

To view the CDC's guidance for events and gatherings, [click here](#).

Signature: _____

Date: _____