



# CONFERENCE FACILITY USAGE POLICY

EFFECTIVE MAY 1, 2024

*Any violations of the conditions described in the Conference Facility Usage Policy will be documented and the Conference Organizer will be notified via email. Three or more violations will result in the loss of privilege to use the conference facility.*

## TOBACCO POLICY

- 1640 Lyndon Farm Court is a tobacco free campus.
- All forms of tobacco are prohibited, including but not limited to cigarettes, cigars, pipes, water pipes (hookah), electronic cigarettes, and smokeless tobacco products.
- The property includes the building, grounds, picnic area, walkways, sidewalks, and the parking lot.
- This regulation applies to those contracting (organizers) for the use of the conference facility and their participants.
- If guests choose to smoke OFF CAMPUS by the Dog Station at the end of the sidewalk, cigarette butts must be properly disposed of in the trash receptacle.
- Organizers are responsible for informing their conference participants of this policy.

**Organizers will be invoiced \$150 for a violation of this policy.**

## ROOM SET UP

- Organizers are responsible for room setup. You may arrange tables and chairs to accommodate the format of your meeting.
- Do not attempt to move the mobile wall without Foundation Staff assistance. Please inform us if the mobile wall will be needed upon confirmation for your reservation request.
- Please inform us if you require the use of the audio/visual equipment (projector, microphones, pointers, speakers, etc.). Requests made less than (3) business days prior to the event may not be accommodated.
- Foundation staff will provide the initial setup for A/V and will be on hand to provide technical assistance for the Foundation's AV and video conferencing equipment and technology. Foundation staff will not provide technical support for the use of technology or programs used by the meeting organizer (i.e. Power Point, Zoom).

## ROOM CLEAN UP

- Organizers must return the Training Room to its default arrangement. *See attached diagram for reference.*
- Board Room chairs are to be lowered and positioned at the tables.
- All overflowing trash and recyclables must be securely bagged and properly disposed of in the trash and recycling dumpsters located outside the back of the building. **Please be aware that the internal exit door is autolocking.** We recommend having one person hold open the internal door while taking out the trash.

*\* Please consider announcing at the start of your meeting that participants place recyclables such as cardboard, paper, aluminum cans, plastic cups and bottles, in the blue recycling bin(s).*

- Do not place partially filled cups, cans, or bottles in the receptacles. You may use the sink in the kitchenette to empty liquids before placing them in receptacles.
- All utilized tables must be cleaned with the provided sanitizing wipes or spray.
- Return all blinds to the OPEN position.

## TRAINING ROOM

*All A/V equipment should be returned to the back closet:*

- (2) ClickShare Buttons + (1) USB to USB-C adaptor
- (4) Handheld Microphones
- (2) Body Pack Microphones
- (1) Wireless Presentation Clicker + USB Dongle

## BOARD ROOM

*All A/V equipment should be returned to the half-circle table:*

- (2) ClickShare Buttons + (2) red USB to USB-C adaptors
- (1) Logitech Rally Remote
- (1) Wireless Presentation Clicker + USB Dongle

## PARKING

- There is ample free parking in front and behind of our building, and (2) handicap accessible parking spaces in front of our building.

## FOOD & BEVERAGES

- Organizations are responsible for their own meals, snacks, refreshments, and condiments, including coffee, tea, creamer, and sweetener.
- Organizations are responsible for their own paper/plastic products, such as napkins, utensils, plates, cups, etc.
- Only organizational hosts and assistants are permitted in the Foundation's Kitchenette.

- All snacks, condiments, and refreshments in the Foundation Kitchenette(s) are exclusively for Foundation staff and (c)space members.
- Organizations may use the Foundation's commercial coffee machine (coffee grounds not provided), ice machine, portable thermoses and pitchers.
- Any borrowed equipment must be washed and left to dry after use.
- For organizations renting the TRAINING ROOM, you may utilize the large buffet table in the hallway adjacent to the room for serving food and beverages.
- There are no vending machines onsite.
- Do not leave food scraps in the Kitchenette sink or wash them down the sink—there is no disposal.
- Use of the microwave and refrigerator are only available to organizational host(s) and guests with special needs (ex: lactating mothers, dietary restrictions, or medical needs).

*For meetings that include a lunch break, please inform your guests to pack a cold lunch in an insulated bag/box, as use of our staff refrigerator and microwave is restricted. If catering lunch—we are happy to provide a list of favorite recommendations!*

## **OTHER CONDITIONS**

- Meeting space will be held, but not confirmed, until receipt of the organization's Certificate of Insurance (Commercial Liability). Please return a copy of your organization's COI naming the Foundation for a Healthy Kentucky as the certificate holder.
- Organizations eligible to use the conference facility may not make reservations on behalf of other organizations. The organization requesting the use of the conference facility is the responsible organization.
- NO ADDITIONAL EVENT SUPPORT is provided by the Foundation or Foundation staff, such as copier, fax services, the provision of office supplies, or assistance with room set-up or clean-up.
- Do not ship or mail equipment, materials or supplies to the conference facility in advance of your event, they will not be received or stored.
- Meeting rooms are adjacent to the offices of several professional organizations in our coworking space. It is expected that meetings will be conducted at an appropriate noise level, including the use of microphones and clapping. Please refrain from loud music, singing, yelling or cheering – as this may disturb those working in adjacent offices.
- Please be aware that Canadian geese roam the property. Approach geese at your own risk; we advise keeping your distance.
- Use of the conference facility is not an endorsement or sponsorship by the Foundation of the event or activities to be held and should not be presented as such. Use of the Foundation's logo is not permitted without written permission by the Foundation.
- The Wellness Room is available to mothers who need a quiet and comfortable space to pump.
- Only persons with certified assistance animals, employees of the Foundation, and (c)space members, are permitted to bring their dogs on campus.
- Only hosts and assistants are permitted to access the Foundation Suite and (c)space for purposes outlined in this policy. **Please ring the bell beside the Foundation Suite door if you need any assistance.**

## CONFERENCE FACILITY HOURS & RATES

The Foundation's business hours are Monday-Friday 8:30AM-5:00PM. Set-up and clean-up are billable and are to be included in your reservation. Building doors will open at reservation start time!

- Meeting rooms are first come, first served, and subject to availability and eligibility.

	Nonprofit & Health-Related Government Agencies	Private Organizations
Board Room (18-22 persons max)	\$25/hr.	\$50/hr.
Training Room A (50 persons max)	\$25/hr.	\$50/hr.
Training Room A+B (100 persons max)	\$50/hr.	\$100/hr.

- Conference Facility use outside of regular business hours (M-F/8:30 a.m. – 5:00 p.m.) is subject to approval and an increased hourly rate of 1.5x.

### Additional Usage Fees

- Organizations charging a registration fee will be assessed \$150 in addition to their rental rate.
- Organizations who use the facilities more than 12 days per year will be assessed \$150 for each additional day after the first 12.

## PAYMENT

- Payment is due within 30 days receipt of invoice and no later than the day of the event (should the event take place within less than 30 days of request). Check or money order is the only form of payment. Checks should be made payable to the Foundation for a Healthy Kentucky and mailed to:

Foundation for a Healthy Kentucky  
1640 Lyndon Farm Court, Suite 100  
Louisville, KY 40223

## CONFERENCE FACILITY CANCELATIONS

- Cancellations made 10 business days or more before the meeting will receive a full refund. Refunds take up to four weeks to process.
- Cancellations made less than 10 business days prior to the meeting will receive a 50% refund.
- Cancellations made less than 24 hours in advance will not be refunded.

### VIOLATIONS

- A violation of the Smoking Policy will result in a \$150 fine.
- Three (3) or more violations of this policy will result in the loss of privilege to use the conference facility.