



Leadership Louisville Center

707 W. MAIN STREET: SPACE RENTAL GUIDELINES

The Leadership Louisville Center's headquarters at 707 West Main Street is a world-class destination for leadership development – 10,000 square feet, renovated to provide the classroom space and modern technology needed to further our mission to engage and inspire a strong pipeline of leaders for this community.

We welcome our alumni members and the community to enjoy our facility, especially those working towards the advancement of our community. Whether you wish to visit and have a satellite office for part of your day or host a larger group, we have space available to meet your needs.

Scheduling Events

To schedule a room/event, please fill out the **Leadership Louisville Space Rental Form** (<https://www.leadershiplouisville.org/707-request/>). You will be notified of the availability and/or confirmation of your request via email promptly, at our absolute earliest convenience. We typically only confirm space six (6) weeks prior to date of meeting or event. We encourage a pre-meeting site visit to ensure space meets your needs and all details are confirmed.

Partisanship/Purpose/Endorsements

Meetings must be non-partisan and in-line with LLC's mission and values. LLC is a nonprofit organization. LLC reserves the right to decline the use of space that would cause brand confusion. Granting of permission to use LLC space in no way constitutes endorsement of the policies or beliefs of the Leadership Louisville Center staff and LLC Board of Directors.

A/V Equipment/Technology

A/V equipment is available including wireless internet via our guest network. Hybrid meeting capability is available using our AV equipment in the classroom and conference room. We do not provide video conferencing accounts (Zoom, Webex, Teams, etc.).

Items available for reservation in the classroom include:

- Fixed projector and large screen. Connects with Mac and PC computers using HDMI cord or USB ClickShare attachment. Presentations can also run on host computer with USB drive.
- Audio and video capability, with wireless presenter mic, podium mic, and handheld wireless mic.

The conference room is equipped with whiteboards and a TV monitor that can connect to a laptop via HDMI or ClickShare.

All items should be requested in advance and will be reserved by someone on our team. You are responsible for returning all associated equipment with the item you check out. Should any equipment be damaged, lost or stolen during the course of your reservation, you will be responsible for the cost of repairs or replacement. LLC staff will help guest set equipment up properly at the start of the event. Tech support is not guaranteed throughout the rental time. If you have questions about your hybrid or virtual event, please make arrangements to do site visit prior to the event. Printing services not available.

LLC Welcome and Staff Support

All groups using LLC's facilities should include 2-3 minutes on the agenda for welcome remarks by a staff member to share the mission of the organization and relevant housekeeping details. A staff member will also be available throughout the time of the meeting or event and will be responsible for the opening and closing of the facility.

Catering

The reserving individual/organization is responsible for all catering needs. LLC does not provide this service, but can share preferred caterers. We do not have any sets of kitchen dishware, glassware, or cookware or other catering items available for external groups renting space. Please be aware that our kitchen facilities are small and groups are responsible for catering set-up and clean-up of kitchen area.

Beverages

LLC provides water and coffee for rental groups up to 25 participants. For larger groups, renters are responsible for their own beverages or can purchase beverage service for small fee. Beverage service includes coffee, soft drinks, sparkling water, tea, and water.

Alcohol

Alcoholic beverages must be provided by a licensed bartender.

Access and Building Entry

Space is available for rental between the hours of 8:30 a.m. to 5:00 p.m. Set up can begin at 8:00 a.m. and clean up must end by 5:30 p.m. Special accommodations for early or late events must be approved by LLC and will be subject to additional rental fees. Individuals should enter the building through the front door on Main Street.

Parking

Parking is the responsibility of the reserving individual/organization. There are several options for parking when visiting the Leadership Louisville Center. Parking is available along Main Street at a parking meter. The closest parking garages are Louisville Slugger Museum (120 S 8th St, Louisville, KY 40202) and Muhammad Ali Center (144 N 6th St, Louisville, KY 40202). Parking is also available at KY Science Center parking lot (8th Street & River Rd).

Set-up and Clean-up

Those using the meeting spaces are expected to leave the room in the same condition in which it was found. Set-up and clean-up are the responsibility of the reserving individual/organization. At the end of the meeting, trash and debris must be collected and removed to the garbage receptacles throughout the room. Fastening or taping any materials to the walls of rooms is not allowed. White boards are available for use, and we ask that these are erased during room clean-up.

Janitorial

Groups are responsible for returning the space to its original condition. Please notify LLC staff if any spills occur. Any users that leave a mess will be invoiced a minimum of \$100.00 post-event (possibly more) for cleaning expenses.

COVID-19 Guidelines

Based on new CDC guidance, the Center will not require mask-wearing indoors for in-person program days, events, and courses, for both vaccinated or unvaccinated individuals. Guests are who are more comfortable wearing a mask, please do so. CDC cleaning and disinfection procedures are followed, and hand sanitizer is stationed throughout our facility. Upon request, seating can be arranged so that individuals are socially distanced. Please view our COVID-Safe Protocols listed on our website - <https://www.leadershiplouisville.org/covid/>.

Damage

Users will be liable for any damage to equipment or facility. Groups are not permitted to move or remove furniture or wall art and should not place nails, tacks, tape or other implements on walls or doors. No excessive loud music or audio is permitted at any time.

Smoking

Smoking is prohibited in the entirety of the building and the outdoor Bernard T. Trager Terrace.

Restrooms

There are four restrooms available to guests in the building. These restrooms are located on the first floor at the north side of the building near the café. Two downstairs restrooms are also open to guests if needed. All restrooms are unisex.

Reservation Deposit and Cancellations

Rental fees are due at time of confirmation and include a \$100 non-refundable deposit. LLC staff will send an invoice to your email address to receive payment. Credit cards or checks are accepted, checks should be made out to: Leadership Louisville Center, 711 W. Main Street, Unit AA, Louisville, KY 40202. If cancelled, LLC will refund fees less \$100 deposit.

Pricing

Rental rates by half day or full day bookings are in the following list. Meetings should be scheduled during normal hours of service, 8:30 a.m. to 5:00 p.m. Any use outside regular hours must be requested and approved; additional fees may apply. All after-hours rentals require that a representative of LLC attend the event and lock up. LLC partners and alumni members are eligible for discounted rentals.

Complete the **Leadership Louisville Space Rental Form** (<https://www.leadershiplouisville.org/707-request/>) to make your request.

Leadership Louisville Center - Facility Rental Fees*		
	Standard Rental Fee	Member/Nonprofit Rate
Edward Glasscock Leadership Development Classroom (on Main Level)		
Accommodates groups up to 100, depending on room layout (50 with tables & chairs, 75 with theatre-style seating, and 100 for non-seated reception) AV: Projector, screen, speakers, microphones Furniture: Tables, chairs, whiteboards		
Full Day - Over 4 hours	\$1,300.00	\$900.00
Half Day - 4 hours or less	\$700.00	\$500.00
Sandra Frazier Executive Conference Room (on Main Level)		
Accommodates groups up to 10 AV: Projector, screen available upon request Furniture: Conference table, chairs, large whiteboard		
Full Day - Over 4 hours	\$300.00	\$150.00
Half Day - 4 hours or less	\$150.00	\$ -
Additional options		
Beverage service – full day, over 4 hours	\$100	
Beverage service – half day, 4 hours or less	\$50	
Additional hours (prior to 8:00 a.m. or after 5:30 p.m.)	\$150/hour	

All facility usage is dependent on space availability. Prices subject to change.

****Rental fees are due at time of confirmation and include a \$100 non-refundable deposit. If cancelled, LLC will refund fees less \$100 deposit.***

Must be current contributing member of the Leadership Louisville Center to be eligible for member discount. Visit <https://www.leadershiplouisville.org/membership/> to learn more.