



CHIMNEY SAFETY INSTITUTE OF AMERICA

Facility Rental Contract

Thank you for your interest in holding your event at the Chimney Safety Institute of America's Technology Center. We offer a variety of rental options, from our state-of-the-art Training Lab to our memorabilia-filled Board Room.

Location

Our facility is located just minutes from the Indianapolis airport, making transportation easy for you and your guests. Local hotels offer discounts for CSIA events and provide complimentary shuttle service from your hotel to the airport. Located nearby are numerous restaurants, movie theatres, and shopping areas. Less than a half an hour drive north puts you in the heart of downtown Indianapolis with even more options for dining, culture, and entertainment.

Catering

While CSIA does have a preferred caterer for events, you may bring in outside catering and food. Located in the area are numerous restaurants that deliver and cater depending on your event's needs. A full kitchen is located just outside of the classrooms. CSIA will also be more than happy to work with you on any catering needs you may have, from coffee to full meals. Included with all meeting space is access to china, silverware, glassware, a full stove, a microwave, and two refrigerators.

Rental Rates and Scheduling

The current rate chart is attached. Due to CSIA holding courses, there may be certain dates which are unavailable for rental. Please contact the CSIA office for up-to-date information on available dates and spaces. Please contact CSIA at least 90 days prior to your event. For events outside of normal operating hours please contact CSIA.

Office Support

We can provide office support for your event. Office support includes most clerical and receptionist duties including copying, word processing, and registration assistance. Office support staff must be reserved at a 4-hour minimum.

Have questions?

The CSIA staff will be more than happy to answer any questions you may have. We will be happy to work with you on creating an exemplary event for you and your guests. Contact CSIA at (317) 837-5362.



CHIMNEY SAFETY INSTITUTE OF AMERICA

Available Rental Spaces



Classroom A: 1157 SqFt Classroom B: 1602 SqFt

Classrooms A and B can be utilized as two separate classrooms or the air-wall between them can be opened, creating one large classroom. This space will thus permit two concurrent seminars or one large seminar. Classrooms A and B are carpeted and can accommodate a variety of room sets including classroom, theatre, and rounds. A lectern, whiteboard, screen, and flipcharts are included.

The classrooms are equipped with a public address system and are pre-set for a wireless lavalier microphone. Available is a wireless microphone, LCD multimedia projector, and WiFi.



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Training Lab: 1862 SqFt

The lab area is equipped with a public address system and is pre-set for a wireless lavalier microphone. The lab contains a large masonry chimney with four flues, two of which are fireplaces. The floor is exposed, sealed concrete (non-carpeted). The room is well ventilated, may be placed under positive or negative pressure, offers a 20' ceiling, and provides exterior drive-up access including a 10' overhead door.

Revised 1/18/17



CHIMNEY SAFETY INSTITUTE OF AMERICA



Board Room: 748 SqFt

The boardroom can accommodate up to 15 people and is ideal for board meetings, strategy sessions, or small meetings. Available technology includes conference call capacity, WiFi, and presentation materials. An air-wall separates the Board Room from the Library, offering privacy if closed and more space if open. The iconic twisted chimney masonry heater is the prominent feature in the room.

Revised 1/18/17



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Rental Rates

Daily Rental Fees

Meeting Space	Tech Center Partner*	NCSG Member	Regular
Classroom A	\$150	\$175	\$200
Classroom B	\$175	\$200	\$250
Classroom A & B	\$250	\$300	\$350
Training Lab	\$250	\$350	\$400
Board Room	\$100	\$125	\$150

* Tech Center Partners are donors that have participated in fund-raising at the Bronze level (\$10,000) or above.

Audio Visual

Wireless Microphone	\$75
LCD Multimedia Projector and screen	\$250

Office Support

4 Hour Minimum: \$25 per person per hour *(includes building maintenance/trash for 3 or more days of rental)*

Photocopying: Rates start at 7¢ per copy

For Questions or to book the facility contact:

Chimney Safety Institute of America
Sara Sighting – CSIA Office Manager
2155 Commercial Drive
Plainfield, IN 46168
(317) 837-5362
office@csia.org

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CHIMNEY SAFETY INSTITUTE OF AMERICA

Facility Rental Agreement

*It is recommended, but not required, that renters provide proof of General Liability Insurance and add CSIA as an additionally insured.

I have read and agree to the above rates and policies regarding meeting space rental at the CSIA Technology Center.

Renter's Name: _____

Company Name: _____

Address: _____

Email: _____

Phone Number: _____

Meeting Date(s): _____

Meeting Room(s) Requested:

Additional Needs: _____

Approximate costs*:

Total: _____

Renter's Signature _____ Date _____

CSIA Approval _____ Date _____

*Costs may include but are not limited to: room rental, A/V, office support, and incidentals. Payment will be charged after the event begins.