



JUNIOR LEAGUE OF
NASHVILLE

**Junior League of Nashville
Headquarters**

Service and Maintenance Policy and Agreement

This Service and Maintenance Policy and Agreement (this “Agreement”) is intended to permit the undersigned access to the Junior League of Nashville, Inc. (“JLN”) Headquarters on a limited basis for meetings in accordance with the terms and provisions herein. JLN has facilities and meeting rooms available for public use by its charitable affiliates in the JLN Headquarters located at 2202 Crestmoor Road, Nashville, Tennessee (the “JLN Facility”) to persons at least 18 years of age. JLN does not discriminate in making its premises available for use on the basis of race, color, national origin, religion, gender, age or disability. The fact that an affiliated group or organization is granted permission to meet on JLN property in no way constitutes endorsement of the policies or beliefs of that organization by the JLN.

1) RESERVATION PRIORITIES

- a) JLN, in its sole discretion, will determine the type and number of events to be held in the JLN Facility.

2) SCHEDULING REQUIREMENTS

- a) Meeting space at the JLN Facility must be reserved at least one (1) week in advance (the acceptance of any reservation made less than one (1) week in advance will be in JLN's sole discretion), but may not be reserved more than one (1) year in advance. Approval will be on the basis of type of event and the agency's affiliated status.
- b) All reservations for meeting room use at the JLN Facility must be made through the Managing Director at JLN at asmotherman@jlnashville.org. Refer to the website for the available space, room layout and room capacity (www.jlnashville.org).

3) PROCEDURE FOR RESERVING MEETING SPACE

- a) A completed *Reservation Request Form* as provided by JLN **must** be submitted by the undersigned and approved by JLN.
- b) A reservation is not considered binding until (i) the *Reservation Request Form* and the *Service and Maintenance Policy and Agreement* have been signed by the undersigned, delivered to JLN and approved by JLN in writing; (ii) all applicable fees and deposits have been paid by the undersigned to JLN; and (iii) the certificate of insurance, in form and substance acceptable to the JLN in its discretion, has been approved and received by the JLN. Once the JLN receives all forms, applicable fees, deposits and certificate of insurance, it will confirm your reservation.
- c) All fees, *Reservation Request Forms*, certificate of insurance, and deposits must be received by the JLN no later than one week prior to the event. Once an organization has executed both the certificate of insurance and a *Service and Maintenance Policy and Agreement* in any particular calendar year, such executed certificate of insurance and agreement may serve as the executed and delivered certificate of insurance and agreement for any subsequent reservations during such calendar year. Checks should be made payable to: The Junior League of Nashville, Inc. Receipts are available upon request.

4) FEES, DEPOSITS AND CERTIFICATE OF INSURANCE

- a) The JLN facility Usage Fee is due to the JLN at the time the *Reservation Request Form* is submitted. This fee covers utilities, repairs, maintenance, cleaning upkeep, and depreciation costs associated with the facility.
- b) **Deposits must be paid at least one week prior to the event.** A credit card may be given for a deposit amount. The Deposits will be returned to the undersigned if the JLN Facility does not require cleaning, repairing, stocking, security assistance or additional means to otherwise return the JLN Facility to its condition immediately prior to the event. An organization may elect to have JLN

retain its deposit on account for such organization as the deposit for any subsequent reservations during such calendar year. JLN shall have no obligation to maintain such deposit in a separate account or to provide interest on the deposit. In the event JLN uses any of said deposit in accordance with the terms of the agreement, such organization agrees to deliver to JLN any additional funds necessary to return the deposit to the full amount prior to making any further reservations.

- c) A schedule of fees and deposit amounts is set forth in Exhibit A.
- d) A Certificate of Liability Insurance is required. The Certificate of Insurance must name the Junior League of Nashville as additionally insured. The Certificate of Insurance must show liability insurance of at least \$1,000,000.

5) CANCELLATION POLICY

- a) The requesting affiliate may cancel a reservation in accordance with the following:
 - i) Notice of cancellation must be received by the JLN in writing at least 48 hours prior to the event.
 - ii) If the cancellation is received by the JLN at least 48 hours prior to the event, the JLN Facility Usage Fee will be fully refundable. If such notice has not been received at least 48 hours prior to the event, the Usage Fee shall remain fully due and payable.
- b) JLN shall also have the right to cancel any reservation. In the unlikely case that JLN must cancel an event:
 - i) The JLN will provide the undersigned notice of the cancellation as early as possible in advance of the event.
 - ii) JLN will put forth every reasonable effort to assist in reserving another JLN meeting room or date for the event.
 - iii) If another satisfactory date or room cannot be reserved, all fees will be refunded in full.

6) ROOM USAGE

- a) The JLN Facility is a non-smoking facility.
- b) The JLN does not allow animals on site with the exception of animals assisting the disabled.
- c) At any time, JLN members or staff may enter any of the premises while they are being used by the renting organization.
- d) Emergency exits should remain clear at all times. Groups are expected to cooperate with (JLN) staff efforts to maintain security of the buildings and grounds and to provide for the safety of all persons visiting the JLN Facility.

7) DENIAL OF USE OF JLN FACILITIES

- a) JLN reserves the right to accept or deny usage of the JLN Facility at any time, in accordance with this Agreement.
- b) Use of the JLN Facility may be terminated immediately at any time the conduct of the undersigned, its employees, agents, members or invitees is disruptive, abusive or dangerous to individuals or the JLN Facility, or violates this agreement or any applicable laws.

8) DAMAGES AND LIABILITY

- a) JLN is not responsible for the loss of or damage to any equipment or materials owned or rented by an agency, group, or organization using its meeting rooms, neither before, during, nor after the event, or at any time except insofar as the loss or damage is due to the grossly negligent acts or omissions of JLN.
- b) Any affiliated agency, group, or organization using the JLN Facility shall be held responsible for willful, intentional, negligent or accidental damage to the JLN building, grounds, collections or equipment caused by the group or organization, its employees, agents, members or invitees.
- c) Any affiliated agency, group, or organization holding a meeting in the JLN Facility must fully release and discharge JLN, its officers, directors, members, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting except to the extent that the liability arises from the grossly negligent acts or omissions of JLN.
- d) Any agency, group, or organization must further indemnify and hold harmless and defend JLN, its officers, directors, members, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting except to the extent that the liability arises from the grossly negligent acts or omissions of JLN.

- e) JLN is to be named as an additional insured and the party using the facility has at least \$1,000,000 of Commercial General Liability.

9) SIGNAGE AND DECORATIONS

- a) Nothing may be affixed or mounted in any way to the interior walls except where tackable wall surface or hanging appliances are provided. (No tape, nails, wires or any other damaging material may be used.)

10) EQUIPMENT, SERVICES AND FACILITIES

- a) The JLN Facility is accessible for people with physical disabilities. Handicap parking and entrances are located on the 2202 Crestmoor Road side of the JLN facility.
- b) The JLN has some limited audiovisual equipment available. Refer to Exhibit C for details. All requests for audiovisual equipment must be included in the *Reservation Request Form* and will be based on availability. If the event requires any such audiovisual equipment, the event contact person (or a designated representative that will attend the event) must attend a technology orientation prior to the use of such equipment. Please contact the Managing Director to set up an orientation time prior to the event to take place during business hours.
- c) Persons using the facility may find it necessary to go through an outside vendor for equipment or special items. Costs for leasing equipment not provided by the JLN Facility are the responsibility of the undersigned. The undersigned is responsible to being on site during loading, delivery, and pick up of said equipment or items.
- d) The JLN is not responsible for the security of any equipment or other special items brought into the JLN Facility by the undersigned.
- e) The copier and related office supplies located in the building are the property of JLN, and the use of the copier and office supplies is not included in the Usage Fee. Any use of the copier must be approved by JLN.

11) PUBLICIZING EVENTS; PARKING

- a) Publicity materials, invitations, flyers, and press releases may not list JLN as a co-sponsor of an event or meeting unless the event has been officially approved and designated by the President of the JLN.
- b) The undersigned agrees to use "The Junior League of Nashville Headquarters" as the official name for undersigned's event location. General parking is located on Green Hills Village Drive, facing the Mall at Green Hills. For general access to the JLN Facility, please designate the front door facing Green Hills Village Drive. The parking gate shall be used as intended and shall be properly secured after the event. JLN shall not be responsible for opening or closing the parking gate for any event.
- c) The undersigned must request special approval to allow media coverage or press conferences on JLN property. Requests for media/press coverage must be made a minimum of ten (10) business days prior to the date of the meeting. The JLN reserves the right to review meeting details and content when a group requests permission to allow media coverage. JLN also reserves the right to approve or decline media access to meeting facilities based on the topic compatibility with the mission of the JLN or a risk to JLN property or guests.
- d) JLN phone numbers may not be listed for information on your event. JLN requires that all printed material, press releases, posters and other information regarding your event include a contact phone number for your group.
- e) Do not issue any invitations or press releases until you receive confirmation of your reservation in writing from JLN.
- f) JLN reserves the right to take photographs of events for its own records and usage. Attendance at said events is permission for such.

12) FOOD, BEVERAGES AND SUPPLIES

- a) No red-colored beverages are allowed.
- b) No glitter allowed.
- c) All supplies, including all paper products and other kitchen supplies, are to be provided by the undersigned and must be removed from the premises in a timely manner after the event. JLN is not responsible for food, beverages or supplies left in the JLN facility. In the event any JLN kitchen supplies are used during the event, JLN reserve the right to withhold all or a portion of the deposit to cover the cost of restocking such supplies.

- d) The undersigned assumes full responsibility for making sure all used paper goods and food remains are put into supplied trash receptacles and placed in the dumpster before vacating the JLN facility.
- e) The undersigned is responsible for meeting any caterers or vendors on the day of the event for drop-off and pick-up of food and/or equipment.

13) CLEANING AND SET UP RESPONSIBILITIES

- a) The rooms used must be returned to the set up layout in Exhibit B.
- b) All lights turned on for the event must be turned off prior to exiting premises.
- c) JLN building must be cleaned immediately after the event. A list of required cleanup steps is posted on the bulletin board near the kitchen at the Headquarters building and attached hereto as Exhibit D.
- d) All guidelines must be met to ensure return of full deposit.
- e) The undersigned assumes the responsibility of obtaining all security and codes to the property and for locking the building and activating any security systems after the event has taken place.
- f) In the event the JLN building is not properly cleaned or any of the set-up responsibilities required by this Agreement are not completed, JLN may take such measures and charge the cost thereof against the undersigned.

14) SECURITY

- a) You will receive Security information and emergency contact information during your Orientation session prior to your event. All guidelines given at that time must be met to ensure return of full deposit. A \$75 fee will be deducted from the undersigned's deposit for each security violation as a result of the undersigned's event.

15) MISCELLANEOUS

- a) This Agreement shall be interpreted in conjunction with the *Reservation Request Form*. Each of these documents together shall form one agreement. In the event the terms hereof contradict the terms thereof, this Agreement shall control.
- b) This Agreement shall be governed by Tennessee law. No amendments to this Agreement shall be effective unless in writing and signed by both parties.

REQUESTING CHARITABLE AFFILIATE:

Full Legal Name: _____

Signature: _____

Organization/Group Affiliation: _____

Title: _____

Date: _____

REQUESTING JUNIOR LEAGUE OF NASHVILLE COMMITTEE:

Name: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT A
Junior League of Nashville Headquarters
FEE AND DEPOSIT SCHEDULE

AUDITORIUM

Less than Four (4) Hours Per Day

<u>Meeting Space</u>	<u>Usage Fee</u>	<u>Deposit</u>	<u>Sq. Feet</u>	<u>Approx. Max. Capacity</u>
Room A (Auditorium)	\$300	\$150	2205	Theater set-up 230

Four (4) to Eight (8) Hours Per Day

<u>Meeting Space</u>	<u>Usage Fee</u>	<u>Deposit</u>	<u>Sq. Feet</u>	<u>Approx. Max. Capacity</u>
Room A (Auditorium)	\$500	\$250	2205	Theater set-up 230

More than Eight (8) Hours Per Day

<u>Meeting Space</u>	<u>Usage Fee</u>	<u>Deposit</u>	<u>Sq. Feet</u>	<u>Approx. Max. Capacity</u>
Room A (Auditorium)	\$600	\$300	2205	Theater set-up 230

CONFERENCE ROOM

Full Day - Eight (8) Hours Per Day

<u>Meeting Space</u>	<u>Usage Fee</u>	<u>Deposit</u>	<u>Sq. Feet</u>	<u>Approx. Max. Capacity</u>
Room B (Conference Room)	\$300	\$150	760	51

CONFERENCE ROOM

By the Hour

<u>Meeting Space</u>	<u>Usage Fee</u>	<u>Deposit</u>	<u>Sq. Feet</u>	<u>Approx. Max. Capacity</u>
Room B (Conference Room)	\$50/hour	One half of the amount for hours requested	760	51



EXHIBIT B
JLN Headquarters
ROOM LAYOUT

(Rooms should be returned to standard set-up after your event.)

JUNIOR LEAGUE OF NASHVILLE, INC.

TRAINING & CONFERENCE CENTER

LOCATED AT 2202 CRESTMOOR DRIVE

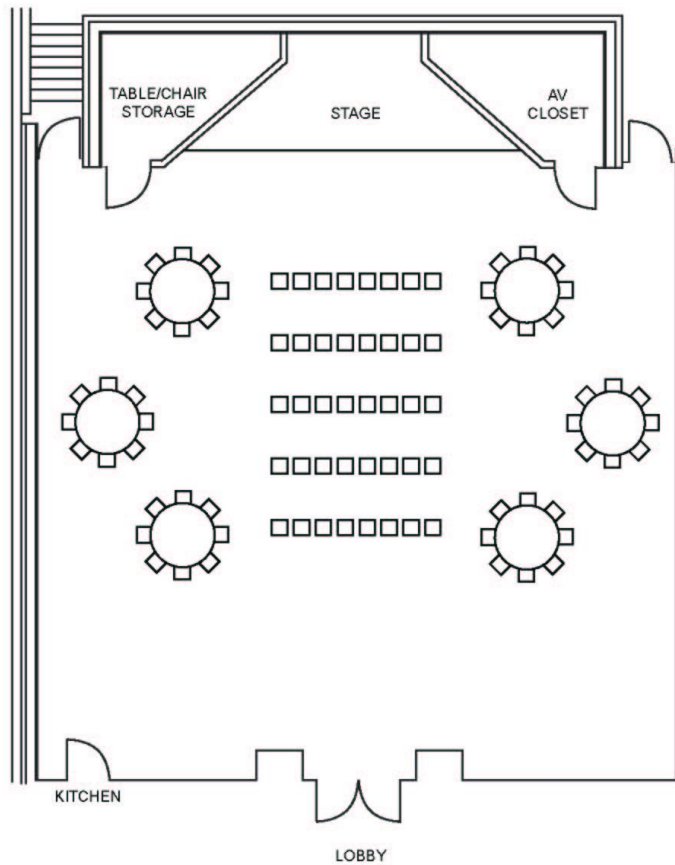
EXHIBIT A

MEETING ROOM A (AUDITORIUM)

(Standard Setup Capacity = 88 people; Approximate Maximum Capacity = 200 people)

STANDARD SETUP (below)

(Rooms should be returned to standard set-up after your event.)



MEETING ROOM A (Auditorium)			
Round tops	Theatre Capacity	Classroom Capacity	Banquet Capacity
163	230	NA	N/A

Fire Code

Auditorium: 2451 sq. ft.

Theater style is 7 sq. ft. per person or 350. Row with walkway on either side necessary. JLN owns 230 chairs and this is the most set up for meetings. Because fire code allows for 350, benches can be moved into the rooms if needed up to seating for an additional 120.

With round tops, 163 is maximum.

Exits must never be blocked.

MEETING ROOM B (Conference Room)	
Standard Setup Capacity	
22 at Board Table	

Fire Code

Board Room: partition open, 760 sq. ft. 111 occupants, with no tables and chairs.

With tables and chairs, maximum is 51 occupants.

EXHIBIT C

AUDIO VISUAL EQUIPMENT FOR USE IN AUDITORIUM

- One DVD/CD player wired into AV system in the Auditorium
- One Drop Down Projector Screen above the stage in the Auditorium (not connected to other AV equipment)
- One podium with wireless microphone
- One computer with internet access, PowerPoint ONLY capabilities, please bring a flash drive with your presentation.

EXHIBIT D

AUDIO VISUAL EQUIPMENT FOR USE IN CONFERENCE ROOM

- All instructions found in conference room in frame on side table.
- One drop down projector screen
- One Creston presentation module for conference calls and presentations

EXHIBIT D
Junior League of Nashville Headquarters
BUILDING EXIT CHECK LIST/ CLEAN-UP STEPS

Upon leaving the Junior League of Nashville Headquarters, please be sure to take care of the following details:

- Turn off the projector (using the remote) and the microphone. Be sure the clickers are in the off position. Turn off laptop.
- Remove all trash from tables and leftover supplies from the room, including cups, plates, water bottles and handouts. Place in garbage or recycling receptacles. Do not leave any leftover paper products in the kitchen unless purchased by JLN.
- Remove all leftover food from the building. DO NOT leave any food in the kitchen.
- If trash is overflowing, please remove from receptacles, tie bags closed and place in large garbage cans in the kitchen.
- Please be sure all counter tops and table tops have been wiped clean of any spills or stickiness. Cleaning supplies can be found under the kitchen sink.
- Turn off all lights, except the upstairs hallway lights.
- Be sure the door control is in the down and locked position. The door control is the small white box that looks like an old intercom. It sits on the small table behind the reception desk. The small silver toggle on the left side of the box must be in the down position for the door to be locked. This is our only means of securing the building. If the switch is left up, then the building is left wide open, which is a tremendous safety concern. You will not need to set the alarm as it will arm automatically at a specified time.
- Be sure that both gates in the parking lot are in the down auto position.
- If there is a mechanical failure or other building problem, please leave a message at HQ: 269-9393 x 109.