



Operation Stand Down Tennessee (OSDTN)

Room Rental Agreement

1. Rental Rates

Fees for room use are as follows:

- a. If your event is specifically for Veterans (i.e. a class, function etc.,) there may be no fee for room rental. This will be discussed during booking. However, to help cover equipment usage, facility maintenance and contribute to our Veteran programming, donations are accepted and appreciated.
- b. For all other groups/organizations, the rental fees are listed below. All fees help cover equipment usage (chairs, tables, A/V, podium, TV, internet, cable) and facility maintenance. Additionally, fees contribute to our Veteran programming.
 - i. For the community room the rental fee is \$25 per hour of use.
 - ii. For the conference room the rental fee is \$15 per hour of use. After hours, rental of the conference room requires OSDTN personnel on premises for additional fee.
- c. Depending on the size and particulars of an event, a security deposit may be required. Upon satisfactory review of the facility after the event, the deposit will be returned.

2. Rental Space

- a. The Community Room can be used for training or for another type of event. OSDTN is accessible to individuals with physical disabilities.
 - i. Capacity depends on setup:
 1. With training tables/chairs, capacity is up to 50.
 2. With bistro tables and mobile bar, capacity is up to 75.OSDTN can provide 10 bistro tables and a mobile bar.
 - ii. Access to small kitchen for use by caterers; includes ice machine, dishwasher and setup area.
 - iii. Access to restrooms.
 - iv. Access to Audio/Visual.
 - v. Access to White Boards.
- b. The Conference Room can be used for small group meetings/training.
 - i. Capacity is 10-12.
 - ii. Access to small kitchen for use by caterers.
 - iii. Access to restrooms.
 - iv. Access to Audio/Visual.
 - v. Access to White Boards.

3. Rental Policies

The following policies are set for rental of OSDTN's meeting rooms and guest(s) agrees to abide by these policies:

- a. Rental Procedures
 - i. All reservations are on a first come, first serve basis, based on availability. Room reservations will be held for 3 days.
 - ii. Guest(s) must submit the Rental Room Request form, and all required documents within the 3 days in order to secure use of the facility. The reservation is confirmed upon receipt of required documentation and 25% of the rental fee, if required.
 - iii. Child or youth events MUST include adult supervision.

- iv. Guest(s) are restricted to the rented space.
 - v. Please schedule a pre-event tour of the facility to discuss A/V and setup needs.
- b. Proof of Insurance
- i. Guest(s) must submit proof of liability insurance naming Operation Stand Down Tennessee as an additional insurer.
 - ii. If you do not have insurance, you must sign a hold harmless agreement provided by OSDTN.
- c. Cancellations
- There are no cancellation fees.
- d. Room Set Up and AV needs
- This will be discussed during pre-event tour of the facility. All guests are responsible for their own set-up.
- e. Food and Beverage
- i. Guest(s) are free to order, cater, or bring in food. **Cooking in the facility IS NOT allowed**, but crockpots are. Additionally, the oven may be used to warm up food, but **NO COOKING**. OSDTN has an ice machine but quantity is limited. OSDTN does not provide any food or drinks.
 - ii. Alcoholic beverages will be allowed only with prior coordination with OSDTN at least one week prior to the event. Alcohol may only be served to persons over 21 under the terms and conditions consistent with the applicable laws of the State of Tennessee:
 - 1. A licensed bar tender must be present anytime alcohol is being served during an event and a copy of the license **MUST** be sent to OSDTN prior to the event. Alcohol is defined as liquor, beer, wine and other spirits.

2. The guest(s) will hold OSDTN harmless, from any and all liabilities arising from the serving and consumption of alcoholic beverages.
3. The use of beer kegs is allowed if the keg sits in a proper tub to prevent damage to the floor.

f. Set Up and Decorations

Taping, pasting, tacking, pinning, nailing and otherwise attaching items to the walls, windows, doors, ceilings, floors, furniture or furnishings is not allowed. Fog machines, pyrotechnics, displays or props involving water, and other special effect equipment with potential for fire or water damage are prohibited.

g. Deliveries

Deliveries must be coordinated with OSDTN in advance and made during normal facility operating hours unless pre-coordinated. OSDTN is not responsible for any lost, stolen or damaged equipment of any leasing organization, individuals, or outside agents.

h. Clean Up

- i. Guest(s) are responsible for their own clean-up.
- ii. All furniture must be returned to original set-up.
- iii. All materials used in meetings/trainings must be taken or throw away and not left in rooms.
- iv. All paper, plastic, bottles, cans must be placed in appropriate trash bins and taken to the dumpster.
- v. All trash such as paper, plastic, bottles and cans and leftover food must be thrown away and trash bags taken to the dumpster.

i. Activities or items NOT ALLOWED:

- i. Smoking, vaping in or around the facility.
- ii. Loud music during normal operating hours.

- iii. Animals, except for certified service animals.
- iv. Firearms or weapons of any type.
- v. Candles.
- vi. Gambling.
- vii. Controlled or illegal substances.

4. Guest(s) assumes all risk of, and agrees that Operation Stand Down Tennessee shall not be liable for any damage to property, meeting rooms, training rooms or injury to or death of any persons including, without limitation, guest(s) or its directors, officers, employees, contractors, invitees, patrons, licensees, or agents, in, on or about Operation Stand Down Tennessee's premises from any cause except where such damage or injury arises out of the gross negligence of Operation Stand Down Tennessee.

5. Guest(s) shall fully indemnify and hold Operation Stand Down Tennessee and its respective directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demand, actions, causes of action, losses, damages, or liability (including, without limitation, all expenses of litigation, court costs, and attorney's fees) for any injury or death to any person, including without limitation, any injury, disfigurement, or death, any monetary claims, including, without limitation, any expenses, pain and suffering, mental anguish, emotional distress, loss of consortium, or for lost wages, or any injury received or sustained by any person or property arising out of the acts or omission, including negligence, of the Guest(s) or any of its members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents, or the performance of, or failure to perform by, the Group of any of its members, directors, officers, employees, contractors, invitees, patrons, licensees, or agents of any of the Guest(s) obligations under this Agreement even if such claim is based on a claimed negligent act or omission of any of the indemnities.

6. Guest(s) assumes all responsibility for repair and restoration in the event of damages caused by the Guest(s) of their invitees. Guest(s) agrees to be, and is, responsible for ensuring that the meeting, including the layout of the meeting room and any equipment and/or other item used in connection with the meeting and/or the Guest(s) function, is ADA accessible and compliant. Group also agrees to comply with each and every term and provision of Operation Stand Down Tennessee's Room Rental Agreement Contract, which is incorporated into and made part of this contract as if fully set forth herein.

I HAVE READ THE ENCLOSED INFORMATION AND AGREE TO ABIDE BY Operation Stand Down Tennessee's Room Rental Agreement and this contract.

Guest(s) _____

Signature _____ Date

Please print, scan and email a signed copy of this agreement to:

Email: rooms@osdtn.org Phone : 615-248-1981