

Antioch High School Alumni Association, Inc.

~ Alumni Hall User Agreement

This is a Rental Agreement between Antioch High School Alumni Association, Inc. (Herein after known as Antioch HS Alumni Association, AHSAA or Facility) and _____ (Herein after known as CLIENT) for the use of Alumni Hall located at 5050 Blue Hole Road, Antioch, TN 37013.

EVENT TITLE: _____

EVENT DATE: _____ EVENT HOURS: _____

GUESTS EXPECTED: _____ 1-50 _____ 50-100 _____ 101+

Terms and Conditions

Reservations

- Antioch High School alumni are eligible to rent Facility.
- Facility may be used by Antioch Middle School functions that are sanctioned and signed-off by Principal of said school, as needed for faculty/staff use. No students.
- *Before entering into this Agreement, CLIENT must complete and sign the AHSAA Rental Agreement before the date of use requested can be reserved.
- In order for an event to be guaranteed, AHSAA must receive a payment of \$100 security deposit at the time this Agreement is submitted. All contracts and deposits must be submitted thirty (30) days prior to the event.
- *Signor must be at least 21 years of age.

Hours of Operation

- Events may not last beyond midnight (12:00 a.m.) without prior approval from AHSAA Board. This 12:00 a.m. deadline **includes** cleanup time. The CLIENT will be charged a fee of \$25.00/15 minutes if the Event and/or cleanup time exceeds 12:00 a.m., or if it exceeds a delegated deadline previously approved per this contract.
- CLIENT is responsible for making sure guests leave the building at an appropriate time in order for CLIENT to finish clean up before the time deadline.
- Arrangements must be made by the CLIENT to have all rental equipment picked up and removed from the Facility the same day as the Event before the Event's time deadline unless there is prior approval.
- AHSAA is not responsible for any damage or theft of any items left by the CLIENT or any guest attending the CLIENT's Event.
- No vehicles may remain on the property to be picked up later, other than on the Blue Hole Road parking area in front of the gymnasium. The AHS Alumni Board staff member on hand is required to secure the gate when all event attendees and their vehicles have left the premises.

Services Provided by AHSAA

- **Board:** At least one AHSAA Board Member will be present during the entire event. The Board Member will open the Facility and provide information and direction as needed. The Board Member will not be available to serve or decorate and will not be involved in the Event.
- **Tables, Chairs, and Stage:** Such items are provided upon request and will be set up and taken down by AHSAA Board Members and/or their assistants. Chairs are not to be taken outside by the CLIENT or any guest attending the Event.
- **Parking:** There is no cost for parking in the area surrounding Alumni Hall.
- **Microphone, Computer and/or Projection System:** Only AHSAA Board Members and/or their assistants from the Association may operate the microphone, computer or projection system without prior permission.
- **Tablecloths:** The AHSAA can provide blue or white linen tablecloths for the round/rectangular tables provided the CLIENT agrees to pay a cleaning fee* per cloth (at the current rate) used once the event has concluded. The current cleaning service being used is Music City Tents. The AHSAA will be responsible for transporting the tablecloths.
*\$7.00 per tablecloth

Kitchen Usage

Kitchen usage is intended for assembly, storage, and/or serving of prepared foods and for catering. There will be no preparation of full meals in the kitchen. This means that food may be assembled and may be warmed or kept warm using the warming ovens, and perishables and beverages may be chilled in the refrigerator and freezer. Ovens, refrigerators, and freezers must be thoroughly cleaned after use.

Kitchen will be used _____
Kitchen will not be used _____ CLIENT Initials

Decorations

- Decorations may not be fastened to the walls. They may be draped over existing structures as approved by the AHSAA. Candles must be completely enclosed in a glass or non-flammable holder.
- The use of glitter, metallic confetti, straw, rice, birdseed, or hay is prohibited in the building and/or on the grounds.
- Immediately following the completion of the function, all decorations, trash, or other debris must be thrown away in the appropriate receptacles provided. CLIENT is responsible for depositing all waste in the dumpster.
- Anything left behind will be thrown away. When in doubt about decorations deemed acceptable, CLIENT must consult with AHSAA Board Members. Failure to do this may result in damages and/or excessive wear and tear. The cost to clean and repair will be deducted from the security deposit at a minimum of \$100.

Client will be in charge of decorations _____ CLIENT initials

Food

- All food must be prepared by, brought onto the premises, and served by CLIENT or a caterer that is designated by the CLIENT.
- CLIENT or their caterer shall coordinate with AHSAA Board two (2) days in advance in order to confirm catering staff arrival time.
- CLIENT is responsible for any serving materials.

Client will be in charge of catering the Event _____
Event will not be catered _____ CLIENT Initials

Miscellaneous Policies

- Tobacco and alcohol use are not permitted on MNPS Properties. No electronic cigarettes are allowed.
- Live animals, except for service animals, may not be brought onto the premises.
- AHSAA Board may enter any of the rented premises at any time on any occasion.
- AHSAA reserves the right to take photographs of rental Events for its own records and use in future.
- Damage to Building. In cases where property has been damaged or abused beyond normal wear, CLIENT will be billed for all damage and additional clean-up.
- Storage in Building. AHSAA does not provide storage. It is not available before or after a rental event. All decorations, props, rented furniture, beverage dispensers, and personal belongings must be removed at the end of the event.
- For safety purposes and to preserve the historical contents of the Alumni Hall, children (under 18) must be supervised at ALL times.

Fees and Charges

Payment Policy

There is no Facility Rental Fee for approved AHS Class Reunions, and/or AHS related groups or clubs, just the \$100 security deposit. Seventy-five percent of the deposit will be refunded if the building is left in good condition. The other twenty-five percent will be retained as payment for replenishable items (bathroom tissue, trash bags, etc.).

FACILITY RENTAL FEES (non class reunion/AHS clubs or groups)

- A Facility rental fee of \$100 (one hundred dollars) for 1-50 attendees.
- A Facility rental fee of \$150 (one hundred fifty dollars) for 51-100 attendees.
- A Facility rental fee of \$200 (two hundred) for 101-200 attendees.
- A Facility rental fee of \$300 (three hundred) for 201+ attendees.

The rental fee is due on the day of the Event, once the headcount is determined.

A security deposit of \$100 (one hundred dollars) to be paid at the time the CLIENT enters into this Agreement. *This deposit will be 75% refunded if the Facility is left in good order. Refund will be made within 7 (seven) days of event date.

AHSAA accepts payments in the form of check payable to “Antioch High School Alumni Association” which will be deposited into the bank account of The AHS Alumni Association, and will be refunded as stated above.

Client agrees to these payment terms. _____ CLIENT Initials

Cancellation Policy

CLIENT must provide a dated, written request for cancellation (either by email, letter, or text) within two (2) weeks of Event, unless an emergency situation arises which requires a shorter notification time. To have CLIENT event cancelled in a courteous time frame is most appreciated as it will allow ample time for someone else to use the building.

Clean-Up Responsibilities

- Clean-up is the CLIENT’s responsibility. CLIENT is expected to provide sufficient supervision to minimize spillage of food and beverages on the Facility floors during the rental event.
- A walk-through of the building with the CLIENT and an AHSAA Board member will be required at least two days prior to the event.
- All or a portion of the security deposit will be withheld if the Facility is not adequately cleaned, or if damage occurs.
- CLIENT must finish the clean-up no later than the time the CLIENT has identified as the ending time for his/her event. The CLIENT is responsible for the following cleaning duties:
 - All tables must be cleared of all items such as table linens, dishes, decorations, etc.
 - All trash must be placed in the receptacles provided. If any trash will not fit in the receptacles, such as boxes or large items, these must be broken down and taken out to the trash dumpsters located near the building. Additional trash liners will be available as needed.
 - All decorations must be taken down and removed from the Facility.
- CLIENT is responsible for all kitchen clean-up. The kitchen area must be thoroughly cleansed and returned to its original level of cleanliness. This includes all work areas, ovens, refrigerators, sinks and floors. Restrooms must also be left in the condition originally found.
- Client will be in charge of clean up and removal of decorations. _____ CLIENT Initials
- The custodial cleaning service will clean the floors and empty the trash when necessary.

Hold Harmless and Security Requirements

Hold Harmless

AHSAA will be held harmless from any injuries, accidents, thefts, damages, etc. at any event held at Alumni Hall. _____ CLIENT initials

Security

- Antioch High School Alumni Association may require a security staff for events in which size, program and/or nature of the program indicate such needs. The AHSAA will inform you if it feels that security is required.
- To arrange for security, the CLIENT must contact the MNPS Security Office 615/259-8747.
- Chaperones are required for any activity involving children under 18 years of age. AHSAA will require one adult chaperone/10 children for youth activities. A list of these chaperones must be submitted at least ten (10) days prior to the event, including their addresses and phone numbers.

Smoking

Smoking is not allowed on any MNPS properties.

Alcoholic Beverage Policy

Alcoholic beverages are strictly PROHIBITED on premises as per 7.08.090 “Location restrictions” as per the Metropolitan Government of Nashville & Davidson County, TN. Anyone in possession of alcoholic beverages will be asked to leave the property immediately and fines could be assessed.

Indemnification

- User agrees to defend, indemnify and hold harmless Antioch High School Alumni Association and its Members from and against any and all claims, demands, causes of action, or liabilities incurred by AHSAA or its Members, arising from CLIENT’s acts or omissions under this Agreement or any act or omission of CLIENT’s vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of CLIENT, except as may arise from the negligence or willful misconduct of AHSAA or its Members.
- Antioch High School Alumni Association will not be held responsible for any losses, damages, or injuries. This refers to any loss, damage, or injury to persons or possessions that may occur at any function held on this property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by this contract.
- CLIENT will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.

This Agreement has been read, understood, and agreed upon.

DATE: _____

CLIENT: _____ / _____
Print/sign name

Contact information:

Address: _____

Contact number: _____

Email: _____

Graduating Class: _____

AHSAA Representative: _____ / _____
Print/sign name

DATE: _____

OFFICIAL USE:

Security Deposit Received: \$ _____

Check _____ Check # _____

Cash _____

Other _____ (explain) _____

Rental Fee Received: \$ _____

Check _____ Check # _____

Cash _____

Other _____ (explain) _____

NOTES