



MEETING/TRAINING ROOM RENTAL AGREEMENT

Meeting/Training Room Rates

There is no fee for renting a Meeting Room or Training Room. Donations are accepted and greatly appreciated but are optional.

Meeting/Training Room Policies

The following policies are set for rental of meeting and training space at Family & Children's Service and Guest(s) agrees to abide by these policies.

Rental Procedure

Guest(s) must submit Meeting & Training Room Request Form, and all required documents, at least five (5) business days prior to the event in order to secure use of facilities. Child or youth events must include adult supervision. Guests are restricted to public areas or rented space. All guests must provide their team with nametags during meetings/events.

Proof of Insurance

Guest(s) must submit proof of liability insurance naming Family & Children's Service and FCS New Market Landlord as additional insurer.

Cancellations

There are no cancellation fees.

Room Set-up & AV needs

Discussed during pre-event meeting/tour of facilities. All guests are responsible for own setup.

Food

Guest(s) are free to order, cater, or bring in food. Using crockpots or cooking at the building is not allowed. Family & Children's Service does not provide any food or drinks.

Clean-Up

- Guest(s) are responsible for their own clean-up.
- All furniture must be returned to original position.
- All materials used in meetings/trainings must be taken or thrown away and not left in rooms.
- All paper, plastic, bottles, cans must be placed in appropriate trash/recycle bins.
- All leftover food must be thrown away or taken away to the dumpster.

Activities or items NOT allowed

- Art activities other than at the Eskind craft room.
- Smoking or vaping in or around the facility
- Alcoholic beverages or red liquids
- Soda, juice or lemonade in carpeted areas
- Candles or any open flame including sternos
- Animals, except for certified service animals
- Firearms or weapons of any type
- Controlled or illegal substances
- Loud music
- Videotaping or photographing in open areas when clients are present
- Fixing things to the walls

I understand and agree to the Terms & Conditions in this Agreement.

Signature: _____ Date: _____



CONTRACT

- Guest(s) assumes all risk of, and agrees that Family & Children’s Service and FCS New Market Landlord 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 Family & Children’s Service and the Honey Alexander Center premises from any cause except where such damage or injury arises out of the gross negligence of Family & Children Service.
- Guest(s) shall fully indemnify and hold Family & Children’s Service and FCS New Market Landlord and its respective directors, officers, employees, insurers, attorneys, and agents harmless from all claims, demands, 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 injury, disfigurement, or death, any monetary claims, including, without limitation, any claims for medical 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 omissions, 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 or 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.
- Guest(s) assumes all responsibility for repair and restoration in the event of damages caused by the Guest(s) or 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 Family & Children’s Service Meeting/Training 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 Family & Children’s Service, FCS New Market Landlord, and the Honey Alexander Center POLICIES AND AGREEMENT AND THIS CONTRACT.

Guest(s): _____

Signature: _____ Date: _____

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

Email: roomrequest@fcsnashville.org **Phone:** 615.320.0591 Ext: 0



MEETING & TRAINING ROOM REQUEST FORM

Point of Contact: _____

Organization/Agency/Group: _____

Phone: _____ Fax: _____

E-Mail: _____

Street Address: _____

City, State, Zip: _____

Meeting Date(s) & Time(s) Requested: _____

More Dates: _____

Event Type: _____

(i.e., committee meeting, board meeting, lecture, workshop, training, etc.)

Approximate Number of Attendees: _____

Will you be serving food at your event? Yes No

Room Option: Training Room A Training Room B Both Training Rooms

 Executive Board Room Yellow Room Eskind Art Room

Room Setup: Tables Chairs Tables + Chairs Microphone(s)

 Classroom Conference Square U-Shape V-Shape

 Team Tables Theater Mobile Dry Erase Board(s)

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

*** A MEETING/TOUR MUST BE SCHEDULED UPON SUBMISSION OF FORMS.**

***Please print, scan and email a signed copy of this agreement with Proof of Liability Insurance.**

Email: roomrequest@fcsnashville.org Phone: 615.320.0591 Ext: 0