

# Usage Application Cane Ridge Community Club

(Note: This document **MUST** be accompanied by a photo/image of the Tennessee Driver's License of the Responsible Party. All documents are due two weeks prior to the event date, including all payments and deposits.)

Local Responsible Person's Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone Number 1: \_\_\_\_\_

Phone Number 2: \_\_\_\_\_

Event Date (14 days' notice normally required): \_\_\_\_\_

Type of event and description: \_\_\_\_\_

What time would you like to begin setting up for your event? \_\_\_\_\_

End time? (Must always be finished by 9p, including all clean-up): \_\_\_\_\_

Expected number of attendees (cannot exceed 100): \_\_\_\_\_

Will you serve refreshments?

\_\_\_\_\_ yes \$200 Usage Fee due two weeks prior to event AND \$100 deposit

\_\_\_\_\_ no \$100 Usage Fee due prior to event AND \$100 deposit

*\*The deposit may be waived at the board's discretion for groups who have utilized the space and met all conditions previously. Generally, it will only be waived for those events not having food. "Meeting all conditions" means doing all of the items listed below.*

Initial that you understand each item below:

\_\_\_\_\_ I understand that Metro Government **REQUIRES** that I prove that I either

A.) Obtain a Certificate of Liability Insurance -or-

B.) Add Cane Ridge Community Club to my existing Liability Policy as an additional named Insured.

**Proof of this must be received via email two weeks prior to the date of the event!** It will either come from your homeowner's policy or rental policy unless you obtain a separate policy. It is more financially feasible to use an existing homeowner's policy, in most cases. If you have neither homeowners nor renters insurance, consider having someone you trust - and who trusts you - rent the facility for you to make this easier. They will then have to be the one to fill out this form.

\_\_\_\_\_ I agree to end by 8:00 p.m. so that I can complete all clean up by 9:00 p.m. I understand this means being OUT OF the building by 9:00 p.m.

\_\_\_\_\_ I will be present during the event and I understand that I am responsible and liable for any damages or violations of this Usage Agreement.

\_\_\_\_\_ I will wipe off all tables before folding and stacking all of them against the walls.

\_\_\_\_\_ I will check chairs, especially those that were in danger of being stained. If chairs are stained, it is \$5 each to have them cleaned.

\_\_\_\_\_ I will clean the kitchen area, including the sink, cabinets, stove and microwave. Abrasives cannot be used on the stove.

\_\_\_\_\_ I will sweep or dust the floor, then I will mop the floor. Do not use water on the dry dust mop. Check especially for places where foods have been smeared on the floors. Mop those areas well so we don't get ants. There is a mop and mop bucket in the kitchen for use. It only takes a little soap.

\_\_\_\_\_ I will remove all decorations and remove the trash from the premises. Chairs and tables will be stacked flat against the walls. The Community Club will be left in a clean and orderly condition of "reset" without damage of any kind, by 9:00 p.m.

\_\_\_\_\_ I will not move couches, pictures on the wall, or otherwise manipulate the structure in such a way that its normal purpose is disturbed, not apparent, or that damage can occur.

\_\_\_\_\_ Supplies located at the Club are the property of the Club and are not to be used by outside parties. I will furnish my own supplies, including trash bags, kitchen utensils, etc.

\_\_\_\_\_Supplies in the closet are the property of the club and are not to be used by outside groups.

\_\_\_\_\_Prohibited decorations include: Glitter, small beads, confetti, bubbles, candles, and any other items deemed by the board to be destructive.

\_\_\_\_\_I understand that this facility is a Historical Facility located within a Metro Park and within a Residential Community. **Examples of unlawful activities include, but are not limited to: possession/consumption of alcoholic beverages, skating, loud music, fireworks, smoking, horseback riding, parking off paved areas, or any other activity that is a violation of law, endangers the historical nature of the premises or disturbs neighbors. The Board of Directors and/or their representative or Metro Park Police have the authority to end an event at any time.**

\_\_\_\_\_Decorations may not be permanently affixed to this historical structure. Nails may not be used. Any sticky, tacky or tape residue must be completely removed and must not damage any surfaces. The preferred tape is painters tape that is easily removable.

\_\_\_\_\_I will attach a copy of my Tennessee Driver's License when I return this document. The copy can be a jpg or pdf. That re-affirms that I am accepting responsibility for this event, including any violations that occur.

\_\_\_\_\_I understand that the deposit will not be returned if any of the terms of this agreement are violated. That determination is solely up to the board members and/or their representatives. I also will not receive my deposit if I back out of a usage within two weeks of the date, thereby potentially keeping someone else from using it. Returned deposits will be mailed back to the person and the address on the driver's license.

\_\_\_\_\_I understand that from time to time, a girl scout troop may be meeting on the day I need to have a meeting. They can often meet downstairs. However, depending upon your event, you may have a troop on the premises with you. I'll let you know in advance.

Please read these instructions and limitations carefully. If you cannot abide by them, then unfortunately this facility is not right for you. All persons with whom

you will speak during this process are volunteers. We clean, provide new furnishings and appliances, stock, open the building for you to see and then for you to use, come lock it back, and otherwise take care of it completely as volunteers. We are responsible for the inside of the building and its furnishings. Metro takes care of the outside. The entire facility is located within a park. We ask on the day of your usage that you call us 2 hours before the time you need in to remind us. We're working and doing other things, so a phone call is helpful.

If the facility is right for you, then print this form, fill it out, email it back (or snail mail), and either bring the fees and deposit by in person so you can see the facility- or-

mail the fees and deposits to:  
Cane Ridge Community Club  
PO Box 878  
Antioch, TN 37011

Get in touch with us about when you want to see the facility. We live close, but do work most days. We'll find a time that works. Ask if you have questions!  
Thanks!  
Twana Chick, President  
615-497-2981  
www.cane-ridge-community-center.net

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_

facility user – responsible party

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Club use only:

Date Form received: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Last date payment/insurance may be received: \_\_\_\_\_

Driver's License received? \_\_\_\_\_

Date payment/deposit received: \_\_\_\_\_

Date Insurance Certificate received: \_\_\_\_\_

If deposit not returned, note reason: \_\_\_\_\_

