



Town of Nolensville

Permit # _____

Application and Building Usage Policy for Use of the Nolensville Town Hall Building

Group Name		Representative email Address	
Group Representative Name(s)		Representative Phone	Alternate Phone
Representative Address		Fax	Number of Expected Attendees
Purpose of Meeting:	Room(s) Requested		Maximum Occupancy
	<input type="checkbox"/> Meeting Room 2A		30 Maximum
	<input type="checkbox"/> Meeting Room 2B		30 Maximum
	<input type="checkbox"/> Meeting Rooms 2A & 2B Combined		60 Maximum
	<input type="checkbox"/> Auditorium (Available on a very limited basis): NO FOOD or DRINKS (<i>except bottled water</i>) are permitted in the Auditorium!		
Requested Date		Requested Times	
Alternate Date		Alternate Times	
Acknowledgement/Signatures	<p>I have read and understand the following Nolensville Town Hall Building Usage Policy and agree to its purposes and authority.</p> <p>The undersigned agrees that he/she will be held financially responsible for any damage to the facilities, appliances, furniture, and equipment, including all associated costs of repairing any damage to Town property while his/her group is using the facility during the approved date/times.</p> <p>FORCE MAJEURE: The Town of Nolensville is not responsible for any occurrence beyond our control included but not limited to Acts of God, outbreak of hostilities, insurrection, riot, civil disturbance, fires, floods or other natural disasters, the results of which may not be charged against the Town of Nolensville.</p>		
	Event Coordinator/Client Name Signature		Date
	Event Coordinator/Client Name (Please Print)		Date
	Jimmy Alexander, Mayor		Date
		Contact Information: Mayor Jimmy Alexander Phone: (615) 776-7780 JimAlexander@comcast.net Fax: (615) 776-3634	

For Staff Use Only:

Application Received By		Date Application Received
Application Approved By		Date Application Approved
Notify: <input type="checkbox"/> Police Department <input type="checkbox"/> Public Works Department <input type="checkbox"/> Add to Calendar <input type="checkbox"/> Add to Website <input type="checkbox"/> Other _____		

Application and Building Usage Policy for Use of the Nolensville Town Hall Building *(Continued)*

Building Usage Policy

Any person or group wishing to use the Nolensville Town Hall Building must complete an Application for Use of Town Hall Building. An application may be obtained on our website or picked up at the Town Hall during normal business hours. (Monday thru Friday 8 a.m. until 4 p.m.)

Eligibility	Nolensville Town Hall will not be made available for partisan political meetings, sectarian religious meetings or for the direct financial benefit of commercial enterprises. The Town of Nolensville reserves the right to refuse the use of the facility whenever, in the Town's best judgment, such use would not be appropriate or does not conform to these policies.
Reservation Policies	Individual dates can be booked no further than six months in advance. Monthly or routine meetings can be booked no more than 30 days in advance. Town of Nolensville and Town sponsored events have precedence over all other groups. Groups that have reserved the facility in advance are subject to cancellations to accommodate this priority. The Town will attempt to accommodate groups prior to any cancellation.
Capacity	Meeting Room 2A - 30 maximum Meeting Room 2B - 30 maximum Meeting Rooms 2A & 2B Combined - 60 maximum Auditorium - The use of the Auditorium will only be permitted on a very limited basis. Permission must be approved and granted by the Town Manager or Mayor. NO FOOD or DRINKS <i>(except bottled water)</i> are permitted in the Auditorium!
Cancellation Policy	We understand that it sometimes becomes necessary to cancel a scheduled event. Please contact us as soon as possible should you need to cancel.
General Policies	<ul style="list-style-type: none"> ▶ A Town representative may be on-site during the event. ▶ The Town does not provide personnel to coordinate or assist with the event. ▶ Users must be at least 21 years or older. Events organized specifically for age groups under 21 must be chaperoned at a ratio of 1 adult per 10 youth. ▶ Smoking is prohibited indoors. DO NOT THROW CIGARETTES, CIGARS, ETC. ON THE GROUND, IN THE FLOWERS BEDS OR INTO THE GRASS. ▶ Alcohol is prohibited. ▶ The necessity for providing a security guard and/or police officer will be decided at the discretion of the Town at the user's expense. ▶ Damage to the facility or to any furnishings or other items must be reported to the Town as soon as possible. Any problems should be identified to the Town representative at opening walk through. ▶ Moving of furniture without prior permission from staff is strictly prohibited. If furniture is requested to be moved, prior permission must be made with town staff. ▶ All furniture must be protected when using live floras. ▶ No decorations (including wreaths, bows, or posters) may be attached to walls, woodwork, doors, windows or ceiling inside or outside the facility. ▶ A copy of this signed Use Policy must be provided to any vendors, planners, and related parties associated with the event to insure they are familiar with guidelines. ▶ Town staff are NOT authorized to sign for or accept any deliveries or pick-ups. A person involved with the event must accept all deliveries within their reserved time. ▶ The Town of Nolensville does not provide any storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event. Exceptions will be made only if prearranged with staff and these items must be placed in predetermined spot. ▶ The Town of Nolensville does not provide tables or chairs for any event.

Application and Building Usage Policy for Use of the Nolensville Town Hall Building *(Continued)*

General Policies (Continued)	<ul style="list-style-type: none"> ▶ Use of candles is prohibited. ▶ Set-up and clean-up is the responsibility of the Client and/or Caterer. Everything brought onto the premises is to be removed at the conclusion of the event. Under no circumstances shall stored items be allowed to interfere with the use of the facility by other users before or after the event. Be sure the person(s) in charge of your group understands this policy. ▶ No doorways can be obstructed and fire code occupancy requirements must be in compliance. All fire exit doors shall remain unlocked during the event. ▶ Animals, other than guide dogs, are not permitted inside the facility. ▶ All trash must be bagged and placed in outside containers provided by the Town. All boxes need to be flattened and placed in the containers. DO NOT leave trash on top of dumpsters or on the ground. ▶ Event signage may be placed in locations designated by the Town, on the day of the event. All signage MUST be removed at the conclusion of the event. ▶ The Town of Nolensville reserves the right to evict from the premises any member of any party, who may be found to be creating a disturbance or threatening the peace, tranquility, or safety of the guests or property. Clients are held responsible for the behavior of their guests, and any damage to the property caused by a guest.
Parking	Sufficient parking is available in the front and rear parking lots of the building. Absolutely NO parking in the grass areas around the building. Cars will be ticketed and towed at the owner's expense. The Town does not provide parking attendants.
Final Event Arrangements	We are delighted to meet with you whenever necessary to discuss your plans; however, we ask that you call for an appointment during our regular office hours.
Clean-Up Policy	The user of any space in the Town Hall is totally responsible for clean-up and leaving the space in the same condition they found it. No trash is to be left in the building and the clean-up responsibilities include placing any and all trash in outside containers. <u>Failure to comply with the clean-up policy will result in the user no longer being permitted to use any space in the Town Hall Building.</u>
Responsibility	A Town of Nolensville designee is responsible for the implementation and enforcement of the above user guidelines and policies. The Town may deny use of the facility to any user when it is determined to be in the best interest of the Town.
Liability and Insurance	<p>The Town of Nolensville has the right to full access of the facility at any time.</p> <p>Important: All guests must stay in designated area of facility before, during, and after the event.</p> <p>Groups and/or individuals who leave the meeting room and/or nearby areas in a damaged or dirty condition must pay all costs incurred by the Town to clean and/or repair damages directly or indirectly caused by the group to the Town's facility or equipment.</p> <p>User does hereby agree to assume the defense of and indemnify and save harmless the Town, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims, including death, to which the Town may be subjected to of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence, known or unknown, of such event and the activities permitted in connection there with.</p> <p>The Town of Nolensville, at its sole discretion, may cancel/suspend the use of the facility by the group or individual if found to be in non-compliance with the established policies and procedures.</p> <p>Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests. The Town reserves the right to require that one or more Town of Nolensville police officers or other personnel be present at any and all events.</p>