

# Antioch High School Alumni Hall Rental Agreement

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

EVENT TITLE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

ANTICIPATED ATTENDEE COUNT \_\_\_\_\_

## Definitions

- AHSAA: Antioch High School Alumni Association, its board of directors, or their designee.
- Facility: Antioch High School Alumni Association Hall located at 5050 Blue Hole Road, Antioch, TN 37013.

## Terms and Conditions

### Reservations

- Antioch High School alumni are eligible to rent Facility.
- Facility may be used for Antioch Middle School functions that are sanctioned and signed-off by the principal of said school, not to exceed twice a year.
- Other groups may be allowed to rent the facility at the sole discretion of the AHSAA.
- In order to reserve the facility, AHSAA must receive a signed, completed rental agreement accompanied by a \$200 security deposit no later than thirty days prior to the event.

### Hours of Operation

- The event end time as specified in this rental agreement includes clean up time.
- Events may not last beyond midnight the day of the event unless approved in advance by the AHSAA.
- A fee of \$25 will be assessed for each fifteen minute interval any approved event extends beyond midnight the day of the event.
- A fee of \$100 will be assessed for each fifteen minute interval any non-approved event extends beyond midnight the day of the event.
- 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.
- AHSAA is not responsible for any damage or theft of any items left by the CLIENT or event attendees.

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## Services Provided by AHSAA

- **AHSAA:** The AHSAA will be present during the entire event. The AHSAA will open the Facility and provide information and direction as needed. The AHSAA 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 the AHSAA.
- Chairs are not to be taken outside by the CLIENT or any event attendee.
- **Parking:** There is no cost for parking in the area surrounding Alumni Hall.
- **Microphone/Sound System, Computer and Projection System:** Use of these items is permitted subject to a brief review by the AHSAA with the Client or their designee of their proper operation.
- **Tablecloths:**
  - Option 1:** Blue and/or white linen tablecloths can be provided for the tables. There is a \$20 cleaning fee for each cloth used to cover the cost of cleaning.
  - Option 2:** White disposable plastic tablecloths can be provided at a cost of \$2 each.
  - Option 3:** You may provide your own tablecloths. No charge will be levied by the AHSAA. The correct size and type are 70" round.

## 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 warmed or kept warm using the warming ovens. 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 \_\_\_\_\_ (Initial)

## 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. If in doubt about decorations deemed acceptable, CLIENT should consult with the AHSAA or its designee.
- Immediately following the completion of the function, all decorations must be removed from the facility or thrown away in the dumpster.
- Any decorations left behind will result in forfeiture of the \$200 deposit and be thrown away.
- Client is responsible for any damages and/or excessive wear and that results from their use of the facility or any property in the facility that belongs to the AHSAA. Such

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damages and/or excessive wear and tear will at a minimum result in the forfeiture of the \$200 security deposit. Any and all repair costs in excess of \$200 are the Clients responsibility.

Client will be in charge of decorations \_\_\_\_\_(Initial)

## Food

- All food must be prepared, brought onto the premises, and served by the CLIENT or their caterer.
- No later than two days in advance of the event the CLIENT or their caterer shall confirm the catering staff arrival time with the AHSAA or its designee.
- CLIENT is responsible for all serving materials.

Event will be catered \_\_\_\_\_

Event will not be catered \_\_\_\_\_(Initial)

## Miscellaneous Policies

- Alcohol use is not permitted on MNPS Properties. Anyone in violation of this policy will be escorted from the premises and will be subject to prosecution under TN Code 39-17-715 which states:  
“a. It is unlawful to consume or possess any alcoholic beverage on the school plant or grounds of any public school in this state having any of the grades kindergarten through twelve (K-12).  
b. A violation of this section is a class C misdemeanor.”
- Tobacco use is not permitted on MNPS properties. Anyone in violation of this policy and who refuses to refrain will be escorted from the property.
- Live animals, except for service animals, may not be brought onto the premises.
- CLIENT and his/her guests are restricted to the rental area.
- AHSAA or their designee may enter any of the rented premises at any time on any occasion.
- AHSAA reserves the right to take photographs or videos of rental Events for its own records and use in future. It is the Client’s responsibility to secure permission from all attendees to be photographed or videoed.
- There is no storage available including but not limited to rental equipment, decorations, props, rented furniture, beverage dispensers and personal belongings before or after the event. No such items may be on the property prior to the start or after end times of the event as specified in this rental agreement.
- Overnight parking on the property is not permitted. At the conclusion of the event the gate to the property will be locked and any vehicles left on the property cannot be retrieved until the following day.
- For safety purposes and to preserve the historical contents of the Alumni Hall, children (under 18) must be supervised at ALL times.

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## Fees and Charges

### FACILITY RENTAL FEE

- AHSAA approved class reunions or Antioch High School clubs or related groups

No Charge

- Non AHSAA approved class reunions or Antioch High School clubs or related groups  
Determination of whether an event qualifies is at the sole discretion of the AHSAA or its designee.

\$200

The rental fee is due no later than 5 days in advance of the Event. If the number of attendees exceeds the maximum as previously specified in this agreement the appropriate additional rental fee per the fee schedule as specified in this document will be assessed.

A \$20 cleaning fee for each tablecloth used will be assessed at the conclusion of the event and is due at that time.

For all events, 50% of the deposit will be refunded if the building is left in good condition. The other 50% percent will be retained as payment for replenishable items such as bathroom tissue, trash bags, etc. Refund will be made within 7 (seven) days of event date.

Payments are to be made by check payable to “Antioch High School Alumni Association”.

Client agrees to these payment terms. \_\_\_\_\_(Initial)

## Cancellation Policy

A written request for cancellation by email, letter, or text must be received within 2 weeks of the event. Failure to do so will result in the forfeiture of the \$200 deposit unless at the sole discretion of the AHSAA there are mitigating circumstances that justify return of the deposit.

## 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.
- During the event all trash must be placed in the lined receptacles provided. If during the event it is necessary to empty a trash receptacle the bagged trash should be immediately deposited in the trash dumpster and a new liner placed in receptacle. New liners will be available.
- A walk-through of the building with the CLIENT and the AHSAA will be required at least two days prior to the event.

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- All of the security deposit will be withheld if the Facility is not adequately cleaned. If the cost of cleanup exceeds \$200 the client will be responsible for all costs in excess of \$200.
- 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 deposited in the dumpster. In addition, boxes or large items must be broken down and deposited in the trash dumpsters located near the building.
  - All decorations must be taken down and removed from the facility or deposited in the trash dumpster.
- 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. \_\_\_\_\_(Initial)

## Hold Harmless and Security Requirements

### Hold Harmless

AHSAA will be held harmless from any injuries, accidents, thefts, damages, illness, etc. at any event held at Alumni Hall. \_\_\_\_\_(Initial)

### Security

- Based on the nature of the event security may be required. This determination is at the sole discretion of the AHSAA. In the event that security is required it shall be provided by off duty Metro Police Officers or a duly licensed private security company. The Client is responsible for all arrangements and costs associated with the provision of security.
- One guard will be provided for events that require security and have up to 100 attendees. A second guard will be required for events that require security and have over 100 attendees.
- 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 including their addresses and phone numbers must be submitted no later than 10 days prior to the event.

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## Indemnification

- Client 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, injuries, or illness. This refers to any loss, damage, injury or illness 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.
- Although not required, the AHSAA recommends that the client obtain insurance for their event. This is at the sole discretion of the client and the AHSAA assumes no liability if the client chooses not to do so.

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By signing this Agreement the client agrees that they have read, understood, and agree with all the terms and conditions specified herein.

CLIENT: \_\_\_\_\_ / \_\_\_\_\_  
Print Name Sign name

DATE: \_\_\_\_\_

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: