



# Metro Facility & Grounds Use Request /Agreement

(required for use of selected General Services-managed, Metro properties)

Metropolitan Government of Nashville & Davidson County  
Department of General Services  
Building Operations Support Services  
730 2nd Avenue South  
Nashville, TN 37219-6300  
[General.Services@nashville.gov](mailto:General.Services@nashville.gov) • 615-862-5050

## APPLICANT INFORMATION

Name :

Individual or Organizing Entity :

Address :

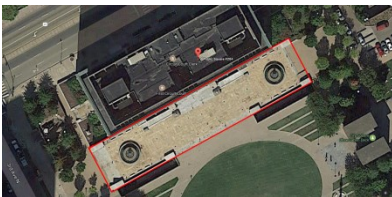
E-Mail :

Phone :

## EVENT INFORMATION

Select All Applicable :

- ☐ Public Event ☐ Private Event (invitees or ticket-holders only)
- ☐ Event Admission Charge (on-site or tickets) ☐ Donations Accepted at Event
- ☐ Event will have a Security Contractor
- ☐ Historic Courthouse Plaza Use
- ☐ Historic Courthouse Interior Use (describe specific location below)
- ☐ Other Metro Facility /Grounds Use (describe specific location below)



Historic Courthouse Plaza (outlined in red)

Event Purpose /Description :

NOTICE: Attach a copy of the [Special Event ADA Compliance Application](#) if required by Metro ADA Compliance and a copy of the certificate of insurance for liability coverage if required by Metro Parks.

Expected Number of Attendees :

(including participants, staff, volunteers, etc.)

Event Period :

Begin Date & Time:

End Date & Time:

Occupancy Period :

(including set-up & break-down)

Begin Date & Time:

End Date & Time:

## AGREEMENT

For and in consideration of use of the subject Metro facility /grounds, I, the undersigned Event Applicant, hereby:

- ATTEST that I am an official representative of the above-referenced individual or organizing entity duly authorized to enter this agreement;
- ACKNOWLEDGE that use of the subject Metro facility /grounds ("site") is a privilege, which shall require approval of this application by and at the sole discretion of the Department of General Services, and said approval may be revoked at any time by the same;
- AGREE to observe any requirements, rules, and procedures which are or may be imposed by the Department of General Services relative to site use granted herein;
- AGREE that the Metropolitan Government of Nashville and Davidson County assumes NO responsibility or liability for any defects or other conditions of the subject site, whether or not the conditions are known by Metro or the Event Applicant, and further AGREE to ASSUME the risk for any and all defects or other conditions, whether or not they are dangerous or they are known, unknown, or discoverable by Metro or the Event Applicant;
- INDEMNIFY and HOLD HARMLESS the Metropolitan Government of Nashville and Davidson County and all its officers, agents, and employees from any and all liability for claims— including but not limited to personal injury or property damage and all related expenses— alleged to have arisen or resulted wholly or partially from any act relating to or in the exercise of site use privileges granted herein; and
- AGREE to pay the *EVENT USE FEE* detailed below in advance of site use approval, and further AGREE to pay reasonable maintenance fees that may be assessed by the Department of General Services as a result of negligent or otherwise destructive site use beyond normal wear.

Event Applicant Signature & Date:

Metro Use Only:			<input type="checkbox"/>	
	Date	Event Use Fee	Event Use Fee Paid	Use Approval Signature

## Metropolitan Government of Nashville & Davidson County Historic Courthouse Site Use Selected Requirements, Rules, and Procedures

The Metropolitan Government of Nashville & Davidson County Courthouse is a working, historic building, which is used continuously by Metro officials and citizens in the operation of multiple governmental functions (typically, during Metro business hours Monday through Friday from 7:00 a.m. to 5:30 p.m.). The governmental business uses of the facility and its plaza will always take priority over other temporary uses for which the Department of General Services may grant approval.

Each request for site use is considered on a case-by-case basis, and the Department of General Services will consider requests in the form of a completed *Metro Facility & Grounds Use Request /Agreement* form submitted along with any required attachments and payment of the EVENT USE FEE (reference "Fees" below). Written, Department of General Services, site use approval is required.

### Prohibited

Sitting or standing on ledges around and entering the fountains on the Historic Courthouse Plaza are prohibited.

Sound amplification is prohibited during courthouse business hours as well as during all other hours unless specifically approved by the Department of General Services.

Removal of any facility hardware (such as handrails) or other appurtenances (for event set-up or any other purposes) is prohibited unless specifically approved by the Department of General Services in writing.

Obstruction of or interference with courthouse entrances and exits during courthouse business hours is prohibited.

Blocking or otherwise interfering with ramps or other appurtenances placed for the use of people with disabilities is prohibited at ALL times.

### Event Applicant/Organizer Responsibilities

Event Applicants are responsible for:

- all aspects of event set-up, clean-up, and break-down
- hauling away and trash and recyclables from the event site
- protecting the delicate, sand stone surface of the Historic Courthouse Plaza by placing a protective surface under fixtures and furnishings placed for the event (*e.g.* plywood under tent poles)
- ensuring that attendees adhere to all site use requirements and prohibitions

### Fees

The standard EVENT USE FEE for most Metro sites is \$200.00 per calendar day or partial day of occupancy (site use), and for Historic Courthouse Interior site use, the fee is \$365.00 per calendar day or partial day of occupancy.

Additionally, if the Event Applicant fails to leave the site in the same state of cleanliness as when site use began (including the removal of all trash and recyclables) the Department of General Services may assess a cleaning fee of \$60.00 plus an additional \$20.00 for each hour over 3 hours required to restore the site cleanliness.

Finally, if damages result wholly or partially from any act relating to or in the exercise of site use privileges granted, the Department of General Services may assess a maintenance fee of \$150.00 plus an additional \$35.00 for each hour over 3 hours and the actual cost of all necessary materials required to restore the site condition.

Depending upon the event nature and location, the Sheriff's Office may assess an additional fee for security costs relating to the event.