

## Facilities Use Policy

**3LS Properties, Inc. d/b/a Perimeter Park Executive Center (PPEC)** provides meeting spaces that are conducive to meetings/events of many different types. This Facilities Use Policy provides guidelines for the use of these spaces. The intent is to provide usage of our professional facilities to requesting entities while maintaining the standard of professionalism expected by our resident clients and minimizing the wear and tear upon our facilities and their contents. In consideration of utilizing PPEC facilities, the User agrees to abide by the guidelines, policies, and procedures contained herein.

### **Accountability**

**All meetings must be attended by a designated representative of the requesting entity (User) who will assume accountability for compliance to PPEC's use policies.** If the designated representative is someone other than the person responsible for the reservation, that person's contact information must be supplied to PPEC prior to the meeting and they must be given a copy of this policy for review. The designated representative will provide the necessary direction, oversight, and supervision of the meeting. They will be actively in charge of the meeting and be on site during any set-up, during the meeting itself, and will remain onsite after the event until all other attendees have departed.

### **Reimbursable Expenses**

PPEC reserves the right to collect reimbursable expenses as deemed necessary, including, but not limited to, additional supplies requested during the meeting. A staff time fee will be charged for an event requiring overtime staff availability. This includes meetings lasting longer than the scheduled end-of-business closing time, unless prior arrangements have been made.

### **Policies Agreed to When Booking the Facility**

1. PPEC has the right and responsibility to terminate an event at any time (including during the event) if there is anything unprofessional or illegal taking place.
2. In the event these facilities are destroyed or damaged by fire or other cause, or if any other casualty of unforeseen occurrence shall render the use of these facilities impossible, PPEC shall not in any case be held responsible to the User for any damages, fiscal or physically, caused thereby.
3. PPEC assumes no responsibility for equipment or materials stored on the premises that are the property of others, nor does PPEC warrant that the facility will be available at all times due to unforeseen circumstances. This includes shipments to and from the facility and storage of equipment.
4. The facility must be left in same condition as found upon arrival or user may be charged for damages.

5. Upon completion of meeting, rooms will be inspected by staff. Should there be any damage by user or anyone working on their behalf, user will be notified and damages will be billed to credit card on file within 30 days of the meeting. Such fees may include labor and materials.
6. If User is utilizing facilities on more than one occasion, User may also submit a certificate of insurance for the facility and property usage. Insured amount must be at least \$50,000. Certificate must list Perimeter Park Executive Center, 301 S. Perimeter Park Drive, Suite 100, Nashville, TN 37211 as the additional insured. A copy must be submitted prior to the meeting.
7. Furniture, A/V or other related equipment belonging to PPEC will not be moved without prior permission.
8. All meeting attendees, equipment, and furnishings are to remain inside the room reserved so as not to disrupt the normal flow of business for other clients.
9. PPEC reserves the right to eject an objectionable person or persons from said building or property. Upon the exercise of this authority, the User waives any right and claim for damages against PPEC, any of its staff or agents.
10. No firearms or personal knives with blades exceeding four (4) inches are allowed inside PPEC facilities.
11. Noise levels should be kept to a minimum and in the range of a normal speaking voice.
12. All meetings are to end on time as scheduled.

Any questions regarding other Business Conduct and Etiquette issues or other issues related to the use of PPEC facilities should be directed to the General Manager.

PPEC reserves the right to add to or amend these policies and procedures as they see fit at any time.

**Alcohol Liability Waiver**

PPEC does not sell or serve alcoholic beverages. Under certain circumstances and with prior approval, we will allow clients to bring in alcohol. By signing below, you agree to accept all liability for the service and consumption of alcoholic beverages while on and after leaving our premises.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name