

Baxter Visitor Center Conference Room Use Policy

Conference Room Availability

Conference rooms are available on a first come, first serve basis with priority given to the City of Baxter and Friends of the Depot events. Please see Schedule of Rates and Availability for rental days and times.

Rules and Regulations

- Applicant must be 21 years of age or older.
- Rental must be for legally permissible use.
- Events that would or might involve the use of sexually explicit, profane or other publicly unacceptable material are prohibited.
- Smoking or burning of any kind is prohibited.
- Gambling is not permitted.
- Animals are allowed at permission of the Mayor.
- Event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures, or furniture that is caused by the parties attending their event. In event of damage to the room or its furnishings, the replacement costs on repairs will be invoiced to the event organizer and/or organization renting said room(s).
- Room set up, take down, and clean-up are the responsibility of the User. The conference room must be left in the condition it was prior to the event. If set up, take down, and clean-up are not completed in the reservation time, an additional charge of one (1) hour will be billed to the user.
- User is to ensure that the facility is locked at the end of use.
- Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape, or staples on the walls is prohibited.
- All trash is to be removed from rented facility upon completion of event.
- All items are to be removed from the refrigerator upon close of the event. Any left items will be disposed of accordingly.
- Rental fees are to be paid in full prior to event.
- Reservations are not considered confirmed until payment is received in full.
- Area(s) adjacent to the conference rooms are to be kept in a clean and orderly fashion.
- Users are not permitted to block access to the building.
- Alcoholic beverages are allowed only for special events. It is recommended that you purchase a special events liability insurance policy for your event. The City of Baxter does not provide insurance for you, your guests, or event.
- Any violation of Federal or State law, including the possession of drugs, gambling or weapons is prohibited.
- No weapons are permitted on property.

Conference Room Usage Fees

All conference room reservations require a completed use agreement and payment in full to hold a date and time. It is the responsibility of the user to adhere to the dates set forth in the Use agreement. Usage fees are to be in the form of check or money order made payable to "City of Baxter." A \$25 fee will be charged in the event a check is returned by the bank. Space usage fees are determined by the time, duration of use, and the applicable operational and administrative cost. Usage fees are nonrefundable.

Events that will have food and drink will require a \$35.00 deposit to be made payable to "Friends of the Depot" and sent to the Friends of the Depot at PO Box 427 Baxter TN 38544.

Conference Room Amenities

- 8 six foot Rectangular Tables
- 2 six foot Round Tables
- 60 Chairs
- Kitchen Sink & Refrigerator

Liability and General Requirements

All Users are responsible for reading the City of Baxter Conference Room Use Policy before any conference room is reserved. An individual authorized to enter into agreements on behalf of the event or organization must execute the Use Agreement. The signature of the authorized person on the Use Agreement demonstrates the understanding and willingness of the said User to follow and abide by the procedures, rules, and regulations.

To adhere to the appropriate building and fire codes, the City of Baxter has the right to restrict or deny the use of the conference rooms based upon number of attendees and type of activity(s) requested.

The maximum number of occupants for the conference room is 109. The maximum number of occupants for the middle/foyer room is 126.

The User agrees to indemnify, defend and hold harmless the City of Baxter, its employees, and officials from and against any and all suit claims, losses, injuries, penalties, demands, expenses, or judgments arising from or in connection with the requested use of the conference room. Should the User violate any of the procedures, rules, or regulations, the User will forfeit the privilege of any future use of said facilities without any refund.

The User will leave the facility (including outer grounds and parking lot) neat, clean and orderly.

All property belonging to the User must be removed immediately following the use period. The City of Baxter or its agents will not be responsible for any left property by the User or for any loss, theft, or damages to personal property.

Reservations

Conference Room reservations may be made between 8 a.m. - 4 p.m. at the Office of the City Recorder 200 Main Street. For questions contact the City Recorder at (931) 858-4111 ext. 1.

Schedule of Usage Fees & Availability

Monday – Saturday 7:00 a.m. – 10:00 a.m.	\$25.00/hour
Monday – Thursday 2:00 p.m. – 10: 00 p.m.	\$25.00/hour
Friday 4:00 p.m. – 10:00 p.m.	\$25.00/hour
Saturday 4:00 p.m. – 10:00 p.m.	\$25.00/hour
Sunday 3:00 p.m. – 10:00 p.m.	\$25.00/hour

Events with Food and Drink will be required to pay a \$35.00 deposit to the Friends of the Depot.