

**Usage Application  
Cane Ridge Community Club**

(Note: This document MUST be accompanied by a copy of the Tennessee Driver's License of the Responsible Party. All docs, pmts and deposit are due two weeks prior to the event date.)

Responsible Person's Name: \_\_\_\_\_

Complete Home Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Ph # 1: \_\_\_\_\_ Ph # 2: \_\_\_\_\_

Event Date: \_\_\_\_\_ Set-up Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of event and description: \_\_\_\_\_

**Note: Events MUST be finished and out by 9:00 p.m., including all clean-up**

Expected number of attendees (cannot exceed 100): \_\_\_\_\_

Will you serve refreshments?

\_\_\_\_\_ yes \$200 Usage Fee due two weeks prior to event AND \$100 deposit  
(must be two separate checks, or cash)

\_\_\_\_\_ no \$100 Usage Fee due prior to event AND \$100 deposit  
(must be two separate checks, or cash)

Metro Government REQUIRES that you provide:

- A) A Certificate of Liability Insurance -or-
- B) That you add Cane Ridge Community Club to your existing Liability policy as an additional named insured.

This is due prior to the event. Email proof to: [caneridgecommunityclub@gmail.com](mailto:caneridgecommunityclub@gmail.com)

*Proof of this must be received via email two weeks prior to the date of the event! It will either come from your homeowner's policy or rental policy unless you obtain a separate policy. It is more financially feasible to use an existing homeowner's policy, in most cases. If you have neither homeowners nor renters insurance, consider having someone you trust - and who trusts you - rent the facility for you to make this easier. They will then have to be the one to fill out this form. They will have to be present.*

How did you find out about Cane Ridge Community Center? \_\_\_\_\_

Initial that you understand each item below:

\_\_\_\_\_ I will end by 8:00 p.m. and be out by 9:00 p.m. I understand this means being OUT OF the building by 9:00 p.m.

\_\_\_\_\_ I will be present during the event. I am responsible and liable.

\_\_\_\_\_ I will clean whatever I use, including the kitchen, tables, etc.

\_\_\_\_\_ I will sweep the floor, then I will mop the floor. Do not get the dry dust mop wet at all. Both Swiffers and mops are available.

\_\_\_\_\_ **I will remove all trash from the premises. (We have no trash service.)**

\_\_\_\_\_ The Community Club will be left in a clean and orderly condition of “reset” without damage of any kind, chairs properly stacked and clean by 9:00 p.m. in order to get my deposit returned.

\_\_\_\_\_ I will not move couches, pictures on the wall, or otherwise manipulate the structure in such a way that its normal purpose is disturbed, not apparent, or that damage can occur.

\_\_\_\_\_ The club furnishes soaps, trash bags, cleaning supplies, hand towels and tissue. All other supplies located at the Club are the property of the Club and are not to be used by outside parties.

\_\_\_\_\_ **NO glitter, small beads, confetti, bubbles, wax candles or similar items.**

\_\_\_\_\_ I understand that this facility is a Historical Facility located within a Metro Park and within a Residential Community. **Examples of unlawful activities include, but are not limited to: possession/consumption of alcoholic beverages,** skating, loud music, fireworks, smoking or any other activity that is a violation of law, endangers the historical nature of the premises or disturbs neighbors. The Board of Directors and/or their representative or Metro Park Police have the authority to end an event at any time.

\_\_\_\_\_ No nails, tacky tape, cellophane tape, masking tape or tacks. **The only allowed tape is blue painters tape.** There are magnetic surfaces and cork board strips for you to use.

\_\_\_\_\_ I will attach a copy of my Tennessee Driver’s License when I return this document. The copy can be a jpg or pdf. That re-affirms that I am accepting responsibility for this event, including any violations that occur.

\_\_\_\_\_ The deposit will not be returned if any of the terms of this agreement are violated. That determination is solely up to the board members and/or their representatives. I will not receive my deposit if I cancel within two weeks of the date. Returned deposits will be mailed back to the person and the address on the driver’s license.

Please read these instructions and limitations carefully. If you cannot abide by them, then unfortunately this facility is not right for you. All persons with whom you will speak during this process are volunteers. We clean, provide new furnishings and appliances, stock, open the building for you to see and then for you to use, come lock it back, and otherwise take care of it completely as volunteers. Call us TWO HOURS before your event or the evening before to remind us to let you inside.

If the facility is right for you, then we need these things from you:

- \_\_\_\_\_ Contact us to make sure your date is available
- \_\_\_\_\_ \$100 Deposit, Usage Form and Copy of Driver's license (due to reserve the facility on a particular date)
- \_\_\_\_\_ Certificate of Liability Insurance (due two weeks before event)
- \_\_\_\_\_ Payment in full (\$100 for non-food events and \$200 for food events)
- \_\_\_\_\_ A reminder phone call two hours before the event to open the building for you.
- \_\_\_\_\_ We will return your deposit after we inspect to make sure you left the facility in good order.

We are at the facility regularly on the first and second Monday of each month from 4:45-8:30 p.m. for you to view the facility and drop off forms. Other times can be arranged as our schedule allows.

Our **mailing address** is:

Cane Ridge Community Club  
PO Box 878  
Antioch, TN 37011

Our physical **GPS address** is:

6043 Cane Ridge Road  
Cane Ridge, TN 37013

Ask if you have questions!

Thanks!

Twana Chick, President

615-497-2981

email: [caneridgecommunityclub@gmail.com](mailto:caneridgecommunityclub@gmail.com)

Signed:

Date:

\_\_\_\_\_  
facility user – responsible party

\_\_\_\_\_

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Club use only:

Date Form received: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Last date payment/insurance may be received: \_\_\_\_\_

Driver's License received? \_\_\_\_\_

Date payment/deposit received: \_\_\_\_\_

Date Insurance Certificate received: \_\_\_\_\_

If deposit not returned, note reason: \_\_\_\_\_