



## METROPOLITAN BOARD OF PARKS AND RECREATION

Warner Park Headquarters, 50 Vaughn Road, Nashville, TN 37221

Phone: (615) 370-8051 Email: [Cammie.claybrook@nashville.gov](mailto:Cammie.claybrook@nashville.gov)

### HODGE HOUSE USAGE PERMIT

(For day use only. An additional permit is required for special events.)

Please read and follow all instructions, terms and conditions carefully.  
Initial, sign and return permit and fees to Warner Park Headquarters.  
If approved, a signed copy will be sent to you to have during your event.

Sponsoring Agency/Organization \_\_\_\_\_

Representative of Sponsoring Agency/Organization \_\_\_\_\_  
(must sign Permit)

Address, City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Type of event \_\_\_\_\_

Date(s) \_\_\_\_\_ Time \_\_\_\_\_ # of Participants \_\_\_\_\_ Is alcohol being served?: \_\_\_\_\_

Work phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell phone \_\_\_\_\_

#### **Application Instructions, Terms and Conditions for Warner Park Facilities Use**

(For a complete listing of the rules and regulations, a copy of the policy manual is available

Online at [http://www.nashville.gov/parks/docs/policies/policies\\_fees\\_manual.pdf](http://www.nashville.gov/parks/docs/policies/policies_fees_manual.pdf)

or at the Administrative Offices of the Board of Parks and Recreation.)

1. **The Request for Permit** must be submitted at least 30 days prior to the program or event, unless otherwise approved by park personnel. All fees due must be paid two weeks prior to the event. If approved, appropriate fees will be assessed. All fees are fully refundable if the event is canceled 30 days prior to proposed event date. No permit will be issued until all necessary paperwork has been completed and all fees paid. *Event dates are not confirmed until all related fees have been paid.*
2. The Board of Parks and Recreation has first priority in scheduling events in all parks and/or facilities. Scheduling priority will be given to reoccurring events with annually established dates (i.e. PEN Pals camps, Hayrides, Volunteer Appreciation Lunch, etc.).
3. *Hodge House* is available year-round for day use only for Metro Parks programs and events. Other organizations requesting to reserve and use *Hodge House* will be considered on a case-by-case basis.
4. All user fees for the *Hodge House* must be paid to the *Friends of Warner Parks* in advance, prior to the issuing of permits. No permit will be issued until all necessary paperwork has been completed and all fees paid. *Reservation dates are not confirmed until all related fees have been paid.*
  - **For all weekend programs**, all permit fees must be paid and permit signed no later than Thursday prior to weekend scheduled.
  - **Weekday use** must have at least a 24 hour notice with all fees paid prior to the issuing of permits.
  - **For all other programs and events**, all permit and daily use fees must be paid and permit signed no later than two weeks prior to the event. If the event is cancelled due to inclement weather, staff will work with event organizers to reschedule the event for the next mutually agreed upon date and time subject to availability.
5. A **\$25 key deposit** is required for use of *Hodge House*. The deposit will be refunded only when the key is returned to the Warner Park Headquarters within seven (7) days of the expiration of the permit.
6. *Hodge House* usage fees
  - Special Event rental.....\$150/hour in-county; \$180 out-of-county (2 hour minimum) + \$50 cleaning fee
  - Commercial Photography.....\$125/day in-county \$135.00 out-of-county
  - Alcohol served at a private event.....\$200 in-county, \$240 out-of-county (Park Board approval required)
7. Permit holders must adhere to all ordinances, rules and regulations of the Board of Parks and Recreation and the Metropolitan Government of Nashville and Davidson County. Applicants must obtain all necessary and applicable Metro Permits before a permit for Park use will be issued. Examples of other permits include: Tent Permit, Health Dept. Permits, food, beverage, and vending licenses, etc.
8. Permits for **fundraising events** may only be requested by persons or organizations that are bona fide educational institutions, religious or other non-profit organizations that have a 501(c) 3 status with the IRS and/or announced political candidates for public office. A financial statement of the event proceeds must be mailed within 30 days after the event to the Warner Park Headquarters

9. **Insurance Requirement:** "It is the responsibility of permitted event organizers to provide adequate liability insurance for the event." The policy must be in force for the duration of the Event. It must specify public liability and property damage insurance with a single limit of not less than one million dollars (\$1,000,000), naming the Metropolitan Government of Nashville and Davidson County, One Public Square, Nashville, TN, 37201, as additionally insured. No permit will be issued unless this certificate has been received. The Metro Department of Insurance may require additional coverage based on the scope of the event.
10. Permit holders must adhere to all ordinances, rules and regulations of the Board of Parks and Recreation and the Metropolitan Government of Nashville and Davidson County. All events held on Parks property must fit within the following guidelines:
  - a) The proposed activity or use of the Park must not unreasonably interfere with or detract from the general public's enjoyment of the Park.
  - b) The proposed activity or use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
  - c) The proposed activity or use will not include violence, crime or disorderly conduct.
  - d) The proposed activity or use will not entail extraordinary or burdensome expense or police operation by the city.
11. \_\_\_\_\_ (initial) It is the permit holder's responsibility to return the park to the condition it was in prior to the permitted event, beyond normal wear and tear. Permit holders are responsible for ALL clean up after each event. The permit holder agrees to reimburse the Board for all costs incurred in performing clean up and repairs which, in the judgement of the Board, the permit holder has failed to perform.
12. Rules for *Hodge House* use:
  - Leave the building and grounds in better condition than you found it.
  - Smoking is not permitted inside the building or on porches.
  - Fires are only permitted in the fireplace closest to the parking lot.
  - Extinguish fires until they are dead out. To put out fires in the fireplace, gather the ashes in an ash bucket and transfer to outside metal trash bucket. Stir remaining ashes until the fire is dead out. **DO NOT DUMP WATER IN THE FIREPLACE!** Fire should be completely out both inside and outside the building before you leave.
  - Make sure the building is secure by double-checking locks on all doors (front and side doors) and gates.
13. The Permittee shall make every reasonable accommodation in accordance with the **Americans with Disabilities Act** which states "No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation."
14. The Board of Parks and Recreation prohibits the reservation of park facilities by Permittees that discriminate on the basis of age, color, disability, national origin, race, religion, sex, in the admission to, access to, or operation of their programs, services, or activities.
15. The Board of Parks and Recreation has the authority to revoke a permit upon finding a violation of any rules or ordinances or upon good cause shown. In the event of noncompliance with any provision of these terms and conditions, the Board of Parks and Recreation may, in its sole discretion, ban any event sponsor or professional event organizer, promoter or the like from further sponsorship or promotion of any event in Parks Facilities for a period of two years.
16. By submitting and signing this Permit, the event organizer agrees to the following additional terms:
  - a) the event organizer will indemnify and hold harmless the Metropolitan Government of Nashville and Davidson County from any and all claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the organization's use of Parks Facilities and areas described in this Permit and any claims, damages, costs and attorney fees arising from any failure of the organization, its officers, employees and agents to observe applicable laws, ordinances, rules and regulations;
  - b) the event organizer assumes all risk and responsibility for any dangerous or defective conditions on the grounds of Parks Facilities, whether known or unknown;
  - c) the individual executing this document on behalf of the event organizer affirms that he is authorized to do so;
  - d) no modification of this document shall be valid unless in writing and signed by the Board of Parks and Recreation; and
  - e) Tennessee law shall govern any dispute arising from this document, and any suit relating in any way to this document shall be brought in a court of competent jurisdiction in Davidson County, Tennessee.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title (please print)

Approved by \_\_\_\_\_

Warner Parks Authorized Staff

\_\_\_\_\_  
Date

**For Safety and Security Needs Contact:**  
**Metro Park Police: 615-862-8600**



For assistance or accommodation, please contact the Warner Park Headquarters 615-370-8051.