



ROOM RENTAL INFORMATION & AGREEMENT

The Hispanic Family Foundation’s Conference Room provides meeting space for nonprofits and other organizations. The room is available for rental Monday through Friday during the business hours (8:00 am to 5:00 pm). The conference room is not available for rental during Federal Holidays.

* If set up or break-down time go beyond this time frame (8:00 am to 5 pm), there is an additional \$25 charge.

Location, Parking

The Hispanic Family Foundation is located at 3927 Nolensville Pike, Nashville TN 37211
Plenty of free parking available.

Meeting Facilities and Rates

Meeting facilities include two rooms (A & B) that jointly accommodate up to 30 seated participants. Separately, each room accommodates 15 seated individuals.

For 2018 the Hispanic Family Foundation’s meeting facilities are available for rental on the following days from 8:00 am – 5:00 pm.:

- Monday, Tuesday and Thursday for both classrooms
- Wednesday and Friday only one classroom available

For weekend rates add \$25/hr

- Saturday after 1 pm both classrooms
- Sunday all day both classrooms

The office is closed on Federal holidays.

Room rental rates are calculated on an hourly or daily basis.

Meeting Facility	Security Deposit	Nonprofit Rate	Security Deposit	Business Rate	Security Deposit
Full Conference Room	N/A	\$100/hour	N/A	\$175/hour	N/A
	\$75	\$400/day	\$140	\$900/day	\$200
	N/A	\$40/day for continuous users	N/A	\$50/day for continuous users	N/A
Conference Room A	N/A	\$50/hour	N/A	\$150/hour	N/A
	\$50	\$200/day	\$100	\$600/day	\$150
	N/A	\$30/day		\$40/day	

		for continuous users		for continuous users	
Conference Room B	N/A	\$50/hour	N/A	\$150/hour	N/A
	\$50	\$200/day	\$100	\$600/day	\$150
	N/A	\$30/day for continuous users	N/A	\$40/day for continuous users	N/A
Meeting Room 1	N/A	\$25/hour	N/A	\$75/hour	N/A
	\$50	\$100/day	\$100	\$300/day	\$150
	N/A	\$30/day for continuous users	N/A	\$40/day for continuous users	N/A
Meeting Room 2	N/A	\$25/hour	N/A	\$75/hour	N/A
	\$50	\$100/day	\$100	\$300/day	\$150
	N/A	\$30/day for continuous users	N/A	\$40/day for continuous users	N/A

Catering

Rental rate includes beverages, (sodas, coffee and water)

Lunch catering is available through Mazfresco, please ask for a menu.

Audio/Visual Equipment

Basic audio/visual equipment and general meeting supplies are included by the HFF. This basic equipment includes:

- LCD/ Television Projector
- Screen
- Overhead Projector
- Extension Cords

Reserving Meeting Space

Please complete the Application for Meeting Space and Conditions for Rental Form sheets and submit them to the Hispanic Family Foundation by email: info@hispanicfamilyfoundation.com, ATTN: Conference Room Coordinator. If your request can be accommodated, the space will be tentatively booked pending full payment of the room rental fee and other applicable charges. No reservation shall be considered definite until full payment or deposit has been made and the renting organization has received written confirmation of the reservation from HFF staff.

Payment

HFF accepts VISA or MasterCard and checks as payment. All room rentals must be finalized and paid in full one week before the scheduled reservation date.

Confirmation & Cancellation Policies

Once the completed application and security deposit, if any, are received, HFF staff will confirm the reservation in writing via fax or email.

Requests to cancel reserved meeting space must be received in writing with adequate notice. Adequate notice constitutes five (5) business days for cancellations of Conference Room A or B, and ten (10) business days for cancellations of the full conference area (Rooms A & B). When there is adequate notice, the renting organization will be refunded their reservation payment minus a \$50 administrative fee. If there is a security deposit, the fee will be taken from the deposit with the balance sent to the renting organization within 4 weeks. When there is NOT adequate notice, the renting organization will be charged the full room fee.

If a cancellation is due to a regional or national disaster, including extreme weather conditions, the renting organization will receive a full refund.

The Hispanic Family Foundation reserves the right to decline patrons and to amend its policies and rates at any time. These rates and policies became effective January 2018.

The mission of the Hispanic Family Foundation is to work through our platforms of— Economic, Education, Social Services, Advocacy and Culture—to provide programs that strengthen the Nashville Hispanic community.

CONDITIONS FOR RENTAL FORM

The following rules govern use of meeting space in HFF. Renting organizations agree to abide by these rules as a condition of use. Violations may result in revocation of conference room privileges.

- **The Hispanic Family Foundation meeting facilities are equipped with school classroom chairs that may be re-arranged provided the renting organization returns the room to its original configuration. *Renting organizations are entirely responsible for their own set up; the HFF staff is not available to assist with this function, unless the Set-up fees are paid for and booked in advance.***
- **The renting organization is responsible for returning the room to the same condition it was in prior to the renting organization's event. This includes returning tables and chairs to prevent order and proper disposal of trash.**
- **Meeting activity is restricted to the rented conference room area. Meeting materials, may not be set up in the hallway, and meeting participants may not congregate in the hallway. The renting organization is responsible for communicating this to its meeting participants.**
- **Food and non-alcoholic beverages are allowed. Renting organizations must sign for delivery of their catering orders and are responsible for all set up and clean up. The HFF will not place orders with caterers.**
- **Use of phones, desks or other items in the offices of HFF staff and its sub-tenants is prohibited.**
- **The Hispanic Family Foundation requests that each renting organization designate one person to handle all communications and transactions with HFF. That designated person must be on-site throughout the rental period.**
- **The Hispanic Family Foundation reserves the right to assess a fee if the meeting facility or its equipment is damaged or otherwise not returned to its original condition.**

Organization Contact

Date

Application for Meeting Space

Organization _____

Address _____
Street City/State Zip Code

Contact Person _____ Title _____
Please print

Telephone No. _____ Email _____

Meeting Date _____ Set Up Begins _____
AM/PM

Meeting relates to organization's mission ___ Yes ___ No Meeting Begins _____ AM/PM

Number of Meeting Participants _____ Meeting Ends _____
AM/PM

Clean Up Ends _____ AM/PM

TOTAL # OF HOURS _____