

# Insurors of Tennessee Facility Usage Agreement

## Facility Description

Classroom - Insurors of Tennessee's classroom can accommodate up to 45 people. The room has a projection screen, dry erase board, phone jack, and internet access. Chairs and 6 foot folding tables are available. A lobby area is available near the classroom to stage refreshments.

Insurors of Tennessee's building has a fully equipped kitchen and ample restroom facilities. Bottled water, a coffee maker, and a soda machine are also available.

Insuror's parking area can accommodate up to 45 vehicles for your group. Parking is available at no charge. No additional parking space is available.

Insurors of Tennessee's building is a nonsmoking facility.

## Directions

Take the 21st Avenue exit off of I-440 and head north about two blocks towards downtown Nashville.

Turn right onto Sweetbriar Avenue - the Insurors of Tennessee building is on the corner of Sweetbriar and Hillsboro Road at 2500 Hillsboror Road, Suite 200 (385-1898).

Turn right into the parking lot and go all the way around the building - enter the foyer on the Hillsboro Road side and take the elevator to the second floor.

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## Please Complete and Fax to Insurors at 615-385-9303

Date of Function: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Agency/Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_

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

I agree to the terms of use listed above.

My group will be utilizing Insurors available beverages.

My group will not be using Insurors available beverages.

## Terms of Use

1. Insurors of Tennessee's meeting space is available only to member agencies and associate members and is subject to availability.
2. If your group supplies its own coffee and supplies, sodas, and water for your guest, no usage fee will be charged. A \$250 fee will be charged if your group plans to utilize Insurors coffee supplies, soda machine, or bottled water supply.
3. Insurors hours are 8:00 a.m. - 4:30 p.m M-F excluding holidays. Extended hours for your function cannot be accommodated.
4. Insurors staff will be happy to orient your on-site representative as to the location of the kitchen, coffee machine and restrooms. However, Insurors staff is not available to set up rooms, prepare coffee etc... All elements of set up and execution of your meeting are your responsibility.
5. No Audio/Visual equipment is available
6. Groups using Insurors meeting space must allow Insurors 5 to 10 minutes at either the begin or the end of your function to welcome guest and introduce them to Insurors of Tennessee.
7. Groups are welcome to adjust room set up as needed. If room set up is changed, it must be placed back the way it was prior to the group's arrival.
8. Groups are welcome to use Insurors' kitchen. The kitchen must be returned to its previous condition upon group's departure. No food or beverages may be left behind.
9. Proper conduct is expected of all guest at all times. Groups using Insuror's facilities will be responsible for replacement of any damaged equipment or property.

## Reservation

Contact Kathy Hawkins at 615-515-2606 or [khawkins@insurors.org](mailto:khawkins@insurors.org) to check availability and to reserve meeting space.

Insurors of Tennessee  
2500 Hillsboro Road - Suite 200  
Nashville, TN 37212  
[www.insurors.org](http://www.insurors.org)

