



**Tres Dias of Southeast Tennessee, Inc.**

# APISON RETREAT CENTER

**PO Box 22781 Chattanooga, TN 37422-2781**

## 2018 ARC Usage Agreement

This document constitutes a usage agreement between Tres Dias of Southeast Tennessee (TDSETN) Apison Retreat Center (ARC) and

\_\_\_\_\_ (Group Requesting Usage).

A \$300 reservation/security deposit is required with each reservation. This deposit will be returned, rolled to the next reservation, or applied to the usage fee upon successful inspection of the ARC at the completion of the event. If the event is cancelled within 3 months of the scheduled event date, the deposit will not be refunded. Contact the ARC Manager at \_\_\_\_\_ for date availability and tentative booking of dates.

Dates Requested: \_\_\_\_\_ to \_\_\_\_\_.

Type of event: \_\_\_\_\_.

Usage Fees for 4 day event is \$75 per person (\$3750 minimum), 3 day event is \$60 per person (\$3000 minimum), 2 day event is \$45 per person (\$2250 minimum), and for a 1 day event is \$30 per person (\$1500 minimum).

Each group using the facility is required to furnish proof of insurance for this type of event. In addition, any events with participants under the age of 18 are required to have their workers appropriately screened. ARC insurance is secondary.

The Apison Retreat Center will be provided to you in a clean condition. You are required to leave the facility as clean as you found it. You may clean the facility yourself after your event, or if you desire, you can pay a contracted cleaning fee of \$300 per event. In any case, you are expected to clean all kitchen equipment, empty the waste cans, and generally pick up after yourself.

This agreement is entered into on \_\_\_\_\_ (date) by:

\_\_\_\_\_ Usage Group: \_\_\_\_\_  
(Printed Name) (Signature)

\_\_\_\_\_ ARC Manager or Designee: \_\_\_\_\_  
(Printed Name) (Signature)

Send a copy of this completed form with your security deposit to: Tres Dias of Southeast Tennessee – ARC, PO Box 22781, Chattanooga, TN, 37422-2781 and email a copy to [ARC@tdsetn.org](mailto:ARC@tdsetn.org) for written approval and signature.

## ARC Reservation Policy

The following priority guidelines apply to all “users” of the ARC, whether TDSETN or outside organizations in scheduling activities.

1. TDSETN three day weekends have first priority in scheduling.
2. Other fourth day movement three day weekend organization’s weekends have second priority.
3. Other religious organization overnight activities have third priority for scheduling.

These weekends should be scheduled at least nine months in advance.

One set of keys with an alarm code will be signed out to each group using the ARC. These are to be turned in at the completion of the activity.

Other ARC dates for team meetings in preparation for an event or other day use events are subject to the following:

- A. A reasonable amount of team meetings in preparation for any of the above weekends can be scheduled based on facility availability.
- B. Team meetings should be scheduled on Monday or Tuesday evenings when possible to prevent interference with overnight bookings. Meetings scheduled on other nights or days may be pre-empted for overnight bookings.
- C. One Saturday team meeting date will be reserved for each weekend reserved/booked. Any additional Saturday team meeting reservations may be subject to pre-empting for other whole weekend or overnight bookings.
- D. Regardless of when meetings are held at the ARC, the leader of the activity is responsible for properly securing the facility upon completion of the activity. This includes returning air conditioning thermostats to the appropriate non-activity level, turning off all lights, and securing all exterior doors. Trash cans are to be emptied. All areas utilized for the activity are to be left clean (vacuums and mops are available).

## ARC Furnished/Not Furnished Items

### **Furnished Items:**

1. Facility as shown on the attached layout drawing
2. Dormitory rooms (5) are equipped with 10 sets of bunk beds and restroom/shower facilities. Vacuums are available in the office area for use. (pillows & linens not provided)
3. Rector/Leader Room has two twin beds and private bath. (pillows & linens not provided)
4. Prayer dorm has four bunk beds and shower/restroom. (pillows & linens not provided)
5. Restrooms are provided in dorm rooms, handicap in hall near dorm rooms, Rector's dorm room, prayer dorm room, kitchen laundry room, Spiritual Directors room, two in hallway near conference room, and four between the Conference Room and Auditorium. (Towels and paper product refills are not provided)
6. Kitchen is fully equipped with stove/oven, convection oven, small microwave ovens, warmer cabinets, ice machine, dishwasher, coffee maker, tea maker, walk-in refrigerator, walk-in freezer, washer & dryer, dishes/glasses/flatware etc. for 112, pots/pans, utensils, and mops/buckets. Dish machine detergent and sanitizer, and "no-rinse" floor cleaner are furnished, other cleaners are not furnished. No spices, etc. are furnished.
7. Dining room has 13 eight-foot long rectangular tables, three five-foot round tables, 112 chairs, podium, and a sound system with CD player and microphone.
8. Office area has telephone (423-236-4112) (with an extension in the Kitchen), fax machine/printer (with minor copying capability), computer with internet connection, Wi-Fi, and printer. Sound feed from Conference room.
9. Spiritual Directors' room is equipped with three twin beds and bathroom. (pillows & linens not provided)
10. Conference room has six five-foot round tables and 70 chairs. Permanent podium with microphone connected to sound system. Connections for keyboard (furnished) and other instruments, two separate microphones, CD/DVD player, computer with internet connection and wall mounted monitors (Microsoft Word, Power Point, Windows Media Player, and iTunes).
11. Chapel has one table with three arm chairs, three desk top lamps, and two table top microphones connected to sound system and one other stand microphone available. Installed CD/DVD player and instrument connections. Sound feed from Conference room. Ceiling mounted multimedia projector connected to DVD player and laptop computer are available. Chairs for 70. Limited props and crosses etc. in closet for chapel use.
12. Prayer room is furnished with communion table, kneeler, four arm chairs, sound feed from the conference room, and minor decorations.
13. Auditorium with stage. Seating on stage for approximately 40, floor seating for up to 300. Sound system with microphones, computer and CD player. Additional connections are available for instruments (A keyboard is available). A ceiling mounted projector is connected to the laptop computer.
14. Storeroom is equipped with coffee maker and refrigerator. Ice is available in kitchen (ice chest on wheels provided). Vacuum cleaners are also available and stored there. Sound feed from Conference room. Connected room with props for skits, etc.

### **Items not furnished:**

1. Bed and bath linens, pillows, toiletries, paper towels, toilet paper, and cleaning supplies.
2. Food, spices, beverages, or paper products for kitchen/dining. Automatic dishwasher detergent and floor cleaner are furnished, but not other detergents and cleaning items.
3. Decorations for dining tables. A few items are available in the foyer storage closet, but not considered furnished. You must return all items to proper storage.

## ARC Usage Fee Calculation and Submittal Form

\_\_\_\_\_ (Name of Group Using ARC)

Dates of Usage: \_\_\_\_\_ to \_\_\_\_\_

Number of Attendees: \_\_\_\_\_

Fee per person: \_\_\_\_\_ (from ARC Usage Agreement)

Total Usage Fee: \_\_\_\_\_ (Number of Attendees multiplied by the fee per person). Minimum fee for are 4 day event is \$3750, 3 day event is \$3000, 2 day event is \$2250, and 1 day event is \$1500.

Contracted cleaning fee: \_\_\_\_\_ (if not cleaned by user)

Less Security Deposit: \_\_\_\_\_ (may be subtracted from the total to be remitted if inspection after the event is satisfactory. It may also be rolled over to the next event)

Total Remitted: \_\_\_\_\_

Please send this form and payment to:

Tres Dias of Southeast Tennessee, Inc.

c/o Treasurer - ARC

P.O. Box 22781

Chattanooga, TN 37422-2781

# Apison Retreat Center

