



Tres Dias of Southeast Tennessee, Inc.

PO Box 22781 Chattanooga, TN 37422-2781

2024 ARC Day Usage/Reservation Request and Agreement Team Meetings, Board/Committee Meetings, Secuelas, etc.

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

Contact the ARC Manager for date availability and tentative booking of dates. The ARC Calendar can be viewed at <https://www.tdsetn.org/events>

Date Requested: _____ Time Requested: _____ Meeting Purpose _____

Meeting Duration _____ Rooms Requested _____

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Meeting Duration _____ Rooms Requested _____

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. In any case, you are expected to clean all kitchen equipment used, empty the waste cans, and generally pick up after yourself. You must check **all** doors and windows to be sure all are secured prior to setting the alarm system and departing.

This agreement is entered into on _____ (date) by:

_____ Usage Group: _____

(Printed Name) (Signature)

_____ ARC Manager or Designee: _____

(Printed Name) (Signature)

This agreement can be sent to the ARC Manager at "arc@tdsetn.org".



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APISON RETREAT CENTER

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Apison Retreat Center

