

Junior League of Memphis
Agreement for Use of Community Resource Center - 2025

This Agreement for use of Community Resource Center (CRC) (the "Agreement") is made between the Junior League of Memphis (JLM) and _____ (the "Facility User") for the purpose of allowing Facility User the right and privilege of using the Community Resource Center (CRC) located at 3475 Central Avenue, Memphis, for certain meetings deemed appropriate by the JLM.

The JLM agrees to permit the Facility User, upon the faithful performance of the terms and covenants of this Agreement, to peaceably and quietly have, hold and enjoy the CRC for the purpose and for the terms aforesaid.

The Facility User agrees as follows:

I. Facility Usage

1. The CRC is available for meetings Monday through Friday between the hours of 9:00 a.m. and 9:00 p.m. The CRC must be closed, and parking area cleared by 9:00 p.m. Duration of meetings shall not exceed four (4) hours per reservation.
2. **If Facility User's meeting is scheduled after 4:00 p.m., Facility User must sign out a building key and security alarm instructions during JLM business hours.** Facility Users may be responsible for properly securing the building as they leave.
3. The CRC may not be used for social, political, religious, or fundraising purposes other than JLM sanctioned events. **Use of the CRC by nonprofit organizations is limited to meetings. Meeting time shall not be booked with the sole intent to host a party, political or social event.** The CRC may not be used for the purpose of providing services of the nonprofit, but rather may be used for administrative and/or organizational purposes. The JLM reserves the right to determine on a case-by-case basis what constitutes appropriate use of the CRC.
4. Space will be provided on a first-come, first-served basis. Facility User may reserve space up to one year in advance, however **the JLM reserves the right to cancel/reschedule reservations if the need arises.** In this event, the JLM will make every effort to contact Facility User to reschedule the meeting. Facility User will ensure that the JLM has current contact information on file.
5. **Smoking/Vaping is not permitted in the CRC.**
6. Facility User agrees not to move the rugs or tables. Chairs may be rearranged for meetings; however, Facility User agrees to return chairs to their normal arrangement immediately after the meeting. No equipment, furniture or furnishings may be removed from the CRC.
7. The CRC is a place of business. Noise levels shall be kept to a minimum so as to not disrupt staff or others meeting at the CRC.
8. Facility Users must provide their own supplies such as flip charts, markers and nametags. The JLM does not provide copier service.
9. Kitchen privileges are available for snacks, including use of microwave. Facility Users must provide their own refreshments and related supplies. This includes cups, plates, napkins, condiments, utensils, serving pieces, etc. **kitchen area shall be left clean. All food brought for a meeting should be removed.**
10. **All trash shall be removed from the building to the outside trash containers** at the completion of the meeting. Replacement liners can be found under the kitchen sink.
11. Nothing may be posted on, tacked, taped, screwed, nailed or otherwise attached to the walls, woodwork, floors or any other parts of the facility.

12. The CRC is a business office. The presence of children is not conducive to the transaction of JLM business. Anyone who brings children to the CRC assumes responsibility for their behavior as well as for any damage that might occur. If a child must accompany an adult to the CRC, that child will remain in the company of the responsible adult AT ALL TIMES while on the premises.
13. Use of the CRC is a privilege and is the responsibility of the Facility User. The Facility User accepts responsibility for any damages his or her guests may cause to the building, its furnishings or its equipment therein. **In the event damage occurs, the Facility User agrees to pay to the JLM the full repair and/or replacement cost by cashier's check within ten (10) business days from date of repair and/or replacement invoice.**
14. Should the Facility User no longer require the use of the CRC, the Facility User shall provide a minimum of twenty-four (24) hours' notice to the JLM.

II. General Provisions

1. The regular operating hours of the CRC are 9 a.m. until 5 p.m. Monday through Friday. (Closed on Mondays from Memorial Day – Labor Day)
2. **Handicapped** access is provided with a ramp on the north side of the building and an entrance ramp at the door facing Highland Street. For safety reasons, this entrance is locked. If use of this entrance is required, Facility User will ensure that this entrance is locked before exiting the building.
3. No parking (except for loading/unloading) is allowed on the circular brick driveway, the entrance and exit driveways or on Ellsworth Street.
4. The JLM is not responsible for any loss or damage to any equipment or other items, within the CRC and on any property owned by the JLM, including the parking lot, for any reason before, during or after any meeting held in the CRC.
5. Organizations and individuals using the CRC are liable for any damage to the CRC and its contents, and must leave the facilities, the furniture and grounds clean and in order.
6. There may be multiple groups meeting at the same time. However, **the last Facility User to leave is responsible for locking all doors, turning out all lights and setting the alarm. Facility Users in noncompliance with this policy will be fined \$100.** Payment of such fine must be made in the form of a cashier's check within ten (10) days from the date of notice.
7. The JLM reserves the right to reassign meeting rooms to accommodate as many groups as possible.
8. The JLM reserves the right to terminate a meeting at any time if its building or staff is endangered by the actions of any guest.
9. **The JLM assumes no liability for personal injury or property damage involving persons attending meetings at the CRC.**
10. The JLM assumes no responsibility whatever for any property placed in the CRC. Where not specifically prohibited by law, the Facility User specifically agrees to indemnify and hold harmless the JLM from all liabilities, by reason of any injury, death, or damage to any person or property whatsoever, caused by, arising from, incident to, or connected with the occupancy and/or usage of the CRC. In the event of any litigation arising from or related to this Agreement and/or the occupancy and/or usage of the CRC, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred including staff time, court costs, attorney's fees and all other related expenses incurred in such litigation.
11. The terms of this contract are subject to change, modification or revision, provided that the Facility User is given thirty (30) days written notice of such change.
12. Failure of Facility User to comply with any and all policies may result in suspension of meeting(s).

13. To ensure compliance, each Facility User is solely and expressly responsible for communicating the policies of this Agreement to its members and ensuring that such policies are followed.

III. All day meetings and retreats

1. For meetings longer than four hours, and/or require the use of two or more rooms, a cleaning fee of \$200.00 is required.

THE TERM OF THIS AGREEMENT SHALL BE JANUARY 1, 2025, THROUGH DECEMBER 31, 2025.

Facility User

Representative's Signature

Address

Phone

Email

Junior League of Memphis

Date