

STATE OF TENNESSEE
PUBLIC USE OF WAR MEMORIAL PLAZA POLICY
THE DEPARTMENT OF GENERAL SERVICES

War Memorial Plaza is State property which is open for use by the public as a place for expressive activity such as, but not limited to, formal and informal political or social gatherings, concerts, rallies, memorial services, educational presentations, festivals and artistic displays. The State encourages the use of the Plaza for this purpose. The Plaza is not intended to be used as a place of business for profit-making organizations. The Department of General Services is charged with the care and maintenance of War Memorial Plaza and has adopted the following policy to provide for fair and orderly use:

I. NON-RESERVED USE OF THE PLAZA

The Plaza may be used free of charge by any person or group for expressive activity on a first come first serve basis. However, a person or group having previously entered into a User Agreement reserving a specific date, time and location on the Plaza shall have first rights for use of the Plaza as provided in the User Agreement.

- a) Prospective Users seeking reserved use of the Plaza must complete and return only Section I of the attached application form. When the Department of General Services has received the application form, you will be contacted to confirm your intended use of the Plaza.

II. RESERVED USE OF THE PLAZA

- a) Prospective Users seeking reserved use of the Plaza must complete and return Section I and Section II of the application form. When the Department of General Services has received the completed application form, a User Agreement is prepared and sent to the User.
- b) The prospective user must complete, sign and return the original User Agreement to the Department of General Services.
- c) An administrative fee of \$65.00 per day is required for exclusive use of the entire Plaza or specified portion thereof. This fee must be paid in advance by cashier's check or certified check.
- d) The Prospective User is required to provide general public liability insurance coverage naming the *State of Tennessee* as an additional insured in the amount of \$1,000,000. Factors used to determine the amount of insurance coverage required are:
 1. the nature of the event, i.e., whether it is for public expression or commercial activity,
 2. the number of people expected to attend the event (based on the presumption that risk of property damage and personal injury will increase in proportion to the number attending the event),
 3. whether there is a history of damage to the Plaza by a particular User or class of User,
 4. proof of inability of the User to pay,



5. whether the User intends to service alcohol, and
 6. Whether money will be changing hands.
- e) Security personnel may be needed under certain circumstances. At the Request of the User, the State will provide personnel at the User's expense. The current rate is forty dollars (\$40.00) per hour, per guard. There may be times when the State will require security guards; this determination will be made using the factors listed in section d.
 - f) All User Agreement requirements must be completed at least fourteen (14) Days before the event is to take place. Confirmation will not be made until all requirements are met and the agreement has been approved by the Department of General Services. Immediately upon approval, the User will be sent notice of confirmation along with a copy of the agreement. If the event is not approved, the User will be notified immediately.
 - g) Any event or date canceled less than seven (7) days before the Scheduled date of the event will result in forfeiture of the Administrative fee.