

TENNESSEE RESIDENCE COMMISSION

POLICIES FOR THE TENNESSEE RESIDENCE

INCLUDING CONSERVATION HALL,
APPURTENANT BUILDINGS
AND GROUNDS

APRIL 27, 2016

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Policies for Tennessee Residence

Introduction

The Tennessee Residence, originally named Far Hills because of the beautiful view, was constructed 1929-1931 by the William Ridley Wills family. In 1949, the State of Tennessee bought the 10-acre property and its buildings, making it the official residence for the sitting Governor. Through the years, Tennessee's First Families have entertained guests such as the Reverend Billy Graham, Elvis Presley, Minnie Pearl, Johnny and June Carter Cash, President John F. Kennedy, President Dwight Eisenhower, President Harry Truman, President and Mrs. Lyndon Johnson, President and Mrs. Ronald Reagan, President and Mrs. Bill Clinton and numerous governors and royalty from around the world.

Much more than a home to Tennessee's First Family, the Residence continues to host visiting dignitaries, elected officials, business and civic leaders, educators, legislators, entertainers, artists, and Tennesseans from around the State. The Residence occupies a central place in Tennessee history and should represent the best of Tennessee arts and architecture.

In 2003, newly elected Governor Phil Bredesen and First Lady Andrea Conte discussed the home's significant infrastructure problems with former Governors, First Families, and state architects. All agreed a fundamental restoration was needed to bring the home back to its former beauty, as well as to implement infrastructure refinements, such as a new mechanical system and new electrical systems, lead paint abatement, and to bring the house into compliance with the Americans with Disabilities Act. In addition, a longstanding problem of inadequate space to host large gatherings at the Residence needed to be addressed. To accommodate large events in the past, a tent was typically set up regardless of season or weather. The lack of larger, more permanent meeting space was often discussed, but went unresolved.

Under the leadership of the Office of the State Architect, the Tennessee Building Commission, and the Tennessee Residence Foundation, a long range plan was developed to include the restoration of the Residence as well as new construction of a meeting hall on the grounds of the Residence.

The restoration work on the Tennessee Residence commenced in 2005 and was completed in 2008. The underground meeting facility, given the name Conservation Hall, is an innovative and elegant solution for additional meeting space on the grounds of the Residence. Conservation Hall work began in 2008 and is scheduled for completion in 2009.

The Tennessee Residence Foundation

The Tennessee Residence Foundation, a non-profit § 501(c)(3) organization, was established by the General Assembly in 1999 at the request of Governor Sundquist. During the Bredesen Administration, the Foundation's Board took an active and expanded role in the restoration of the Tennessee Residence. Charged with providing for the preservation, protection, maintenance and enhancement of artistic, historic and architectural value of the public and formal areas of the Residence, the first Foundation Board was chaired by First Lady Andrea Conte. The seven-member Board played a key role in raising private funds to help offset the cost of restoration and construction, and members of the Board were stalwart advisers throughout the life of the project. Today, the Board is comprised of three members of the Tennessee State Museum Foundation, three at-large members, and the First Spouse, all of whom serve at the pleasure of the Governor.

As a non-profit § 501(c)(3) organization, the Tennessee Residence Foundation can accept gifts from corporations as well as individuals. All gifts are tax deductible, and there is no limit on the gift a donor may give.

Public Tours of the Residence

In July 2008, the Tennessee Residence reopened to the public, and complimentary public tours are now offered weekly. While there is no charge for the tour, reservations must be made in advance as a maximum of 10 persons can be accommodated on the tour. For groups larger than 10 persons, special arrangements can be made by calling the number below.

Tours for school groups were offered beginning in 2010. Please note the pitch and layout of the driveway at the Residence cannot accommodate full size buses such as Greyhound or yellow school buses. However, shuttle buses holding up to 25 persons can easily negotiate the drive.

For security reasons, names of all persons on the tour must be provided at least 24 hours prior to the tour date.

We ask all visitors to abide by Residence policies, which include no smoking on the property and no photography of the artwork in the Residence.

To book a tour of the Residence call **615-532-0494**. Anyone interested in becoming a volunteer docent may inquire through the First Lady's Office at 615-741-7846.

Smoking

Smoking is not permitted in any of the buildings or on the grounds of the Residence property. This includes no smoking in vehicles while on the Residence grounds.

Art at the Residence

The Residence is proud to display fine art and offers visitors an opportunity to view art from museums across the State. At this time, art has been loaned from the Brooks in Memphis, the Hunter in Chattanooga, the Knoxville Museum of Art, Knox County Public Library, Cheekwood, Vanderbilt University and the Tennessee State Museum. Many of the paintings and photographs are the work of Tennesseans or depict scenes of Tennessee.

In addition to pieces loaned from museums, the Residence maintains a collection of donated pieces and the First Family may choose to display art from their private collection. All told, the Residence offers an ever-changing panorama of Tennessee art and artifacts for our visitors.

To protect all the pieces, photography of the artwork is prohibited.

Occasionally, citizens have inquired about donating fine art or furniture to the Tennessee Residence. The Tennessee State Museum serves as curator for acquisitions, and Jim Hoobler at the Tennessee State Museum may be contacted at 615-741-2692.

Event Guidelines

The Tennessee Residence is the official residence for the sitting Governor of Tennessee and the Governor's family. Following a long tradition, the two main functions of the property are a home for the First Family and a venue for hosting visiting dignitaries, elected officials, business and social leaders. The Residence historically has been and continues to be a vital asset in fostering economic development in the State and in celebrating accomplishments of Tennesseans.

As stewards of the property, the First Family oversees the maintenance and operation of the Residence and has sole discretion for scheduling events held on the property. The First Family may, of course, choose to host both public and private events at the Residence. In addition, agencies of the State of Tennessee and other public or private groups may be allowed to use the Residence's Conservation Hall for approved events. In order to facilitate the responsible use of the property, the First Family has developed the guidelines below. Notwithstanding these guidelines, the First Family maintains complete discretion in the use of the Residence, and may choose to waive any or all of these guidelines in their sole discretion.

Guidelines: Residence Events

1. State agency events, public or private groups and events hosted by the First Family will typically be held within the Residence's Conservation Hall. The First Family will generally decline to host more than one event for any one organization within an eighteen (18) month period.
2. Because the Residence is ill-suited for such events, the First Family will typically not host weddings, wedding receptions, birthday parties, proms or other like events.
3. The fact that an event is being held at the Residence (whether a state agency event, public or private event, or an event hosted by the First Family) does not assure, imply or guarantee the attendance of the Governor or First Lady. If you would like to request the Governor or First Lady's presence at your event, please visit www.tn.gov/governor or www.tn.gov/firstlady. Each of these requests is handled separately by their respective offices, and attendance is not guaranteed. Moreover, the fact that an event is being held at the Residence should not be interpreted as an indication that the Governor or First Lady endorses or supports every statement or cause promoted by the group holding the event or the group for whose benefit the event is being hosted.
4. The Residence's Conservation Hall can accommodate a maximum of one hundred sixty (160) people for seated lunches or dinners and approximately three hundred fifty (350) people for stand-up receptions. Per directive of the State Fire Marshal, the peak capacity of the Hall is three hundred ninety-five (395) people, including food preparation or catering personnel, service and wait staff, housekeeping and custodial staff, security, supervisory staff and other personnel involved with the event. These limitations will be respected at both state agency events, public or private events, and events hosted by the First Family. Events with more than two hundred fifty (250) people will incur extra costs.
5. To assist in the preservation of state resources, state agencies and public or private groups allowed to use the Residence's Conservation Hall will be assessed a usage fee. This fee is used to cover expenses, including such things as operating costs, overhead, cleaning and supervision by the Chef/Manager or designate and off-site parking and guest transportation costs. In addition, when the First Family hosts an event for the benefit of a particular organization, that organization will be assessed this usage fee. (See Attachment A: "Facility Information for Conservation Hall")
6. For each event held at the Residence, the Manager/Event Coordinator should be given only one name to contact. Any food or beverage that an event may require must come from an outside caterer (See Attachment B: "Catering Guidelines").
7. To provide appropriate security at events held at the Residence, it is necessary to employ additional security, provided by the Tennessee Department of Safety. To cover

these additional security requirements, a state agency using the Residence will be assessed a security fee. In addition, when the First Family hosts an event for the benefit of a particular organization, that organization will be assessed this usage fee.

8. Guests visiting the Residence property are prohibited from possessing firearms or prohibited weapons of any sort.
9. No fundraising events may be held at the Residence where funds are collected on site.
10. Conservation Hall provides tables and chairs, but does not provide linens, china, flatware or flower centerpieces. State agencies and other private or public groups using Conservation Hall are solely responsible for the selection, rental or purchase of these items. For events being hosted by the First Family for the benefit of a particular organization, the organization will need to provide such items.
11. Decorations may not be attached to walls, ceilings or the exterior of the building. Balloons are not allowed in Conservation Hall. In addition, the use of candles is not permitted, except for votive style candles.
12. Any group hosting an event at the Residence must provide adequate staff or volunteers to assist with receiving lines, nametags, etc. In addition, when the First Family is hosting an event for the benefit of a particular organization, that organization will need to provide such staff and volunteers.
13. Parking on the grounds of the Tennessee Residence property is extremely limited, and parking is **prohibited** on Curtiswood Lane or adjoining streets. **Guest parking is off-site only.** Guests who attempt to park on the Residence property will be turned away unless special arrangements have been made. For any event being held at the Residence, off-site guest parking and shuttle transportation must be coordinated and arranged by the Manager/Event Coordinator. This expense is in addition to the usage fee.
14. For security reasons, the Manager/Event Coordinator must have a complete list of the names of the guests and all support personnel forty-eight (48) hours before the event. If a guest's name is not on the list, he/she may be denied entry. Security checkpoints may be set up in the parking lot prior to boarding the shuttle, or at the entrance to the property, or both.
15. News media coverage of any event at the Residence must be cleared in advance by the Governor's Communications Office.
16. Some official events held on the Residence property are scheduled weeks in advance, while others may be scheduled upon a few days notice. Because the Residence property is designated primarily for the sitting Governor, a scheduled event on the property may be canceled with little notice if a scheduling conflict, state emergency or security issue

arises, necessitating the restriction of access to private parties. Notice of such interruption or cancellation will be given as far in advance as possible.

- **If the event is approved, the Office of the First Lady will send confirmation via e-mail and connect the event group with the Residence Manager/Event Coordinator.**
- **Once written confirmation has been received, a deposit of 50 percent of the usage fee will be due within 7 days.**
- **Checks should be made payable to *TN Dept. of General Services* and sent to:**

**The Tennessee Residence
Attn: Christina Mignon Barnes
882 S. Curtiswood Lane
Nashville, TN 37204**

Facility Information for the Conservation Hall

- Conservation Hall:**
- Approximately 14,000 sq. ft.
 - Meeting room accommodates 160 people for seated events
 - The Hall, which includes a grand stair case, an atrium and circulation space, accommodates approximately 350 people for standing events
- Usage Fees:**
- \$1,500 – 4 Hour Day-time Rental
 - \$2,500 – 8 Hour Day-time Rental
 - \$2,500 – 4 Hour Evening Rental

Day-time hours are Monday through Friday from 8:30 a.m. until 4:30 p.m.

Please note that additional set up and/or take down time outside of the 4 or 8 hour time period must be approved with the Residence Manager/Event Coordinator. Extra time needed for set up and/or take down will not require extra feeds. However, any event time over the allotted 4 or 8 hour rental period will incur additional hourly costs and must be approved by the Office of the First Lady.

Usage fees will be deposited into the general residence fund to defray costs incurred during the event and to help with the general upkeep of the Tennessee Residence property.

Once event date, times and attendee number is set with the Residence Manager/Event Coordinator, it may not be altered without prior permission from the Office of the First Lady.

- **If the event is approved, the Office of the First Lady will send confirmation via e-mail and connect the event group with the Residence Manager/Event Coordinator**
- **Once written confirmation has been received, a deposit of 50 percent of the usage fee will be due within 7 days.**
- **Checks should be made payable to *TN Dept. of General Services* and sent to:**

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Catering Standards and Guidelines

Welcome to Tennessee’s Executive Residence, currently home to Governor Bill Haslam and First Lady Crissy Haslam.

Caterers invited to participate in an event at Governor’s Residence should be aware of the following standards and guidelines. Your adherence to these guidelines will play an important role in your organization being considered for future catered events.

Any questions should be directed to the Residence Manager at (615) 532.0494. A signed copy of these guidelines must be faxed to (615) 532.0495 30 days prior to the event date. Thank you for your cooperation.

NO SMOKING is allowed in the Residence, Conservation Hall or anywhere on the grounds. Please instruct your employees.

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| Catering Staff: | One week prior to the event, Caterer is to provide the Residence Manager with the following information for all catering personnel for security purposes: <ul style="list-style-type: none"> • Name • TN Driver’s License Number and/or Social Security Number • Valid State & County Catering License • Current Insurance Certificate in the amount of One Million Dollars • If Alcohol is to be served, please provide the Residence Manager with a current Off-Premise Alcoholic License. |
| Wait Staff Attire: | Wait staff must wear clean, freshly pressed black trousers, white or black shirts and shined black shoes (no tennis shoes). No excessive hair ornamentation other than a hair clip for ponytails. No strong smelling perfume or cologne. |
| Chef’s Attire: | Chefs serving in public areas are to bring two freshly pressed chef jackets, and clean aprons, black trousers and black shoes. |
| Staff Review: | All catering staff serving in public areas will be available for a brief review and dress inspection thirty minutes prior to the event by the Residence Manager. |
| Personal | Wait staff and food preparers must have clean, well-manicured nails. |

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| Cleanliness: | Modest make up is fine, but no visible tattoos are permitted. Hair must be freshly washed and tied back or secured per health department regulations. Impeccable personal grooming and cleanliness are essential. |
| Facilities: | <p><u>Residence</u></p> <ul style="list-style-type: none"> • All catering staff must use the restroom provided on the “B” level near the break room. • The second floor is strictly the Governor’s Personal quarters. No one is allowed on the second floor without permission. • The Residence will be ready for your use upon your arrival. Please leave the residence, grounds and pool house (if used), in the same condition as when you arrived. • No furniture should be moved for any reason without prior permission from the Residence Manager. • The Caterer should provide all kitchen equipment for the event. <p><u>Conservation Hall</u></p> <ul style="list-style-type: none"> • A designated restroom, is located on the service corridor for all personnel. • Please leave the facility in the same condition as when you arrived. • Staff will follow same guidelines as above. |
| Parking: | <p><u>Residence</u></p> <ul style="list-style-type: none"> • Parking is very limited at the Residence. Shuttles have to be arranged by Host from a remote parking lot prior to event and all guests have to be transported by shuttle bus – NO PARKING ON THE STREET. • Shuttle buses cannot be larger than a 25-passenger vehicles • Handicapped guests may park at the Residence with prior approval. • Executive Security must have a guest list to allow shuttles/cars into the Residence • Catering vans/cars must park in the reserved lot behind the Carriage House. <p><u>Conservation Hall</u></p> <ul style="list-style-type: none"> • Location for parking of catering vehicles will be designated by the Chef/ Manager. • Guests will follow same guidelines as above. |
| Food & Beverage: | All food is to be prepared and stored per health department regulations. |

**RESERVATION FORM AND CONTRACT
FOR THE USE OF CONSERVATION HALL**

I accept that the following event details are correct and final, and I understand that they may not be changed without permission from the Office of the First Lady of Tennessee.

The _____ will be hosted by _____ on _____ at _____.
(Event Name) (Group/Company) (Event Date)
_____. This time span and rental fee includes time for event set up and take down, approved by the Residence Manager/Event Coordinator. I agree to pay an extra cost if my event is over the 4 or 8 hour rental time and have it approved by the Office of the First Lady.

I, _____, have read the Tennessee Residence Commission’s “Policies for
(Event Contact Name)
the Tennessee Residence” in its entirety and agree to its conditions and guidelines.

I agree that I am the primary contact for this event, and all details and issues regarding the use of the Residence should be directed to me through e-mail, _____, and phone, _____.

I understand that any food/beverage that my event requires will need to come from an outside source. Catering for this event will be provided, and I will give catering information to the Residence Manager/Event Coordinator. The caterer will fax the “Catering Standards and Guidelines” form to the Tennessee Residence Manager/Event Coordinator no later than _____, thirty (30) days prior to the event date.

This event will have _____ attendees. I understand that this number cannot change and agree to pay the extra fee if my event has more than two hundred fifty (250) attendees. I have arranged for linens, china, flowers and other event necessities to be provided by an outside source. I will provide staff or volunteers to assist in all event coordination and execution. Plans for each of these outside resources will be communicated to the Residence Manager/Event Coordinator.

I understand that parking on the grounds of the Tennessee Residence property is extremely limited and parking is prohibited on Curtiswood Lane or adjoining streets. If my event has more than one hundred (100) guests, I will arrange for shuttle transportation and/or off-site parking. I agree to coordinate and arrange off-site guest parking and/or shuttle transportation plans with the Residence Manager/Event Coordinator, and I agree to pay the additional expenses regarding this service.

I agree to send a complete list of guest names and all support staff personnel to the Residence Manager forty-eight (48) hours prior to the event, and I understand that if a guest’s name is not on the list, he/she may be denied entrance to the Residence.

I agree to do no fundraising at this event held at the Residence, including live auctions, purchasing tickets at the door, etc., as no funds are to be collected on site.

I **(will/will not)** have news media coverage for this event at the Residence. I **(have/have not)** cleared news media coverage of my event with the Governor’s Communications Office.

I understand that no matter how far in advance my event is scheduled, a scheduled event on the Residence property may be canceled with little notice if a scheduling conflict, state emergency or security issue arises.

I understand that groups using the Residence's Conservation Hall will be assessed a usage fee to cover expenses, including operating costs, overhead, or cleaning and supervision by Manager/Event Coordinator. I agree to pay the fee corresponding to my event's time and duration.

- Once written confirmation has been received, a deposit of 50 percent of the usage fee will be due within 7 days. I agree to send this deposit of \$ _____ within the next seven days.
- Checks should be made payable to the *TN Department of General Services* and sent to:
The Tennessee Residence
Attn: Christina Mignon Barnes
882 S. Curtiswood Lane
Nashville, TN 37204
- I agree to pay the remaining usage fee balance on or before the date of the event.

Cancellation Policy: Full Refund with a 30-day Notice. If booking is cancelled within 30 days of the scheduled event, a portion of the deposit will be refunded, less the amount determined by the Residence Staff for time and resources.

Signature: _____

Printed Name: _____

Date: _____

POLICY REGARDING ALTERATIONS

The Tennessee Residence

The Tennessee Residence is considered a historically significant structure. The restoration and renovation project for this structure, completed in 2008, was reviewed and approved by the Tennessee Historical Commission and strictly followed the Secretary of Interior Standards for Historic Preservation. It is the State of Tennessee's intent to maintain this historic structure's integrity and preserve the result of its previous restoration and renovation project. All future improvements to this structure shall be guided by the Secretary of Interior Standards for Historic Preservation, and reviewed for approval by the Tennessee Historic Commission and Tennessee State Museum. **The Department of General Services will assist in forwarding all requests for approvals to the Tennessee Residence Commission.**

- A. No structural additions to the Tennessee Residence will be allowed without a detailed review of any programmatic space needs by the State Architect.
- B. All reviews of requested space needs by the State Architect will be reported to the Tennessee Residence Commission for any approvals.
- C. No interior or exterior physical alterations of walls, ceilings or floors will be allowed without prior review by the State Architect and final approval by the Tennessee Residence Commission.
- D. No additional wall penetrations will be allowed on the first floor of the Tennessee Residence for artwork or other wall hangings. ***These walls are constructed of cinder block, lath, plaster, and faced with muslin, and cracking across the face of the wall may occur if inappropriate means are utilized for the installation of wall attachments.*** A majority of the artwork on the first floor walls are pieces from museums across the state. The current wall attachments for this artwork may be utilized for any new pieces. Any variance from these attachments shall be presented to the Tennessee State Museum for its review and approval.
- E. **Special Note:** The area of wall to the left of the doorway entering into the dining room from the grand stair foyer contains mechanical ductwork that resides closely behind the surface of this wall. ***It is very important that no wall penetrations ever occur within this area as this will puncture the ductwork.***
- F. It is intended that more flexibility be allowed for the First Family to hang artwork, photography or other wall hangings in the private quarters of the second floor and the third floor. Existing wall attachments for this purpose should be considered first. If a new attachment is necessary, then an adhesive type should be considered instead of a penetrating type. Additionally, fixtures such as TV mounting brackets, furniture items, or bookcases should not be mounted or attached to walls. Any variance from these

attachments shall be presented to the Tennessee State Museum for its review and approval.

- G. The wall cabinet to the left of the doorway facing the service hallway within the First Family Dining Room is fixed shut. The space behind these doors was sacrificed for the location of a major mechanical duct traveling vertically. These doors should remain in the fixed position at all times.
- H. All ceiling and wall-mounted light fixtures shall remain in place. No new fixtures will be allowed with the exception of floor lamps and table lamps, which will require review and approval by the Tennessee Residence Commission. The ceiling and wall-mounted light fixtures are either historic fixtures or new fixtures used to provide more supplemental lighting and, during their installation, required installation of conduit within the plaster walls. As with any light fixture installation, a review of its electrical requirements will be required.
- I. The roof of the Tennessee Residence is composed of slate. No personnel are allowed on the roof of this structure due to the possibility that foot traffic of those inexperienced may damage the slate and be injured. Only supervised personnel of the firm who service the roof maintenance agreement are allowed access.
- J. No seasonal decorations, lights, or other physical appurtenances will be allowed to be attached to the exterior of the Tennessee Residence with nails or other similar forms of penetrating attachments, as these will damage the brick veneer and/or wood trim.
- K. During the past restoration and renovation of The Tennessee Residence, a certain amount of salvaged black Belgian marble that matches the marble floor of the foyer, custom tiles for bathrooms, crab orchard stone and roof slate, were maintained. Please contact the facility administrator and/or General Services for assistance.
- L. It is intended that wall and ceiling paint finishes be maintained within the Residence. Please contact the facility administrator who maintains the paint specifications if a need arises to provide touch-up paint to any walls or ceilings. Any proposals to paint these walls or ceilings any other color shall be reviewed for approval by the Tennessee Residence Commission.

Conservation Hall

- A. No structural additions or alterations will be allowed.
- B. It is intended that no additional wall penetrating attachments will be allowed for wall hangings within the main meeting hall as these may cause resulting damage to the walls. Any requests for additional attachments shall be reviewed by the Tennessee Residence Commission and Tennessee State Museum for approval.

- C. Any additional wall attachments for wall hangings within the atrium surrounding the courtyard, main stair hall or public corridor shall be reviewed by the Tennessee State Museum for approval.
- D. Any requests for additional lighting within the building shall be reviewed by the Tennessee Residence Commission for approval.
- E. Any requests for interior painting of the building shall be reviewed by the Tennessee Residence Commission for approval of both the need and appropriate color. Please contact the facility administrator or General Services, who maintains the specifications on the existing paint finishes for paint touch-up.
- F. Any requests for rugs or other floor coverings shall be reviewed by the Tennessee Residence Commission for review and approval.
- G. **Special Note:** The intent for the large, serpentine concrete entry wall is to be covered in ivy. However, it is imperative that this ivy be pruned and maintained and not be allowed to extend within 1 foot from the top of these walls. The top of these walls are capped with a continuous metal coping and water proofing system, whose integrity will be severely diminished if ivy is allowed to reach this point.
- H. **Special Note:** No tree plantings and/or ground staking will be allowed over the top of this building or its tunnel connection to the Tennessee Residence. The roof of this building is covered by soil, which varies in depth from 18" to 3'. Any requests for shrub or tree replacements shall be reviewed by the Tennessee Residence Commission for approval.
- I. **Special Note:** No driving of vehicles, other than lawn mowers, will be allowed over the top of this building or its tunnel connection to the Tennessee Residence. A series of bollards along the perimeter of the drive, as well as a chain gate behind the pool house, are designed to keep vehicles off the top of this building.
- J. No seasonal decorations, lights, or other physical appurtenances will be allowed to be attached to the exterior of Conservation Hall with nails or other similar forms of penetrating attachments as these may damage existing water proofing systems and/or wall surfaces
- K. Any proposal for interior renovations, including interior wall construction, shall be reviewed for approval by the Tennessee Residence Commission.
- L. Meeting hall flooring is reclaimed oak. Dragging furniture across this floor will damage the wood and its finish. No tape should be used on this floor as it will damage the finish.

Carriage House

- A. The Carriage House, located to the north of the Tennessee Residence, was built in 1930 and is considered as historically significant. Over the years, there have been interior and exterior alterations to this structure to support the different functions that have occurred in this building. It is the intent to maintain this structure's presence on the grounds with the understanding that a future renovation will provide for living spaces for guests of state.
- B. The roof of the Carriage House is composed of slate. No personnel are allowed on the roof of this structure due to the possibility that foot traffic of those inexperienced may damage the slate and be injured. Only supervised personnel of the firm who service the roof maintenance agreement are allowed access.

The Grounds

- A. A master plan design for the grounds of the Tennessee Residence has been initiated and shall be consulted prior to any improvements or alterations. All requests for additions or alterations to the grounds shall be reviewed and approved by the Tennessee Residence Commission.
- B. Any requests for large physical landscape appurtenances to be added to the grounds shall be reviewed and approved by the Tennessee Residence Commission. The addition of small temporary appurtenances, within reason, such as bird feeders, etc. will be allowed.
- C. Any requests for additional planting beds, shrubbery, trees, plant material replacement, or alterations to soil contours shall be reviewed and approved by the Tennessee Residence Commission.
- D. Only seasonal annual plantings within current established planting beds will be allowed without the Tennessee Residence Commission's review and approval.
- E. The plot of land along the side property line to the northeast of the Tennessee Residence contains the geothermal bore field which supports the mechanical systems for the buildings on the site. This bore field contains both horizontal field lines (pipes) and vertical field lines (pipes) along with a "header vault" at grade, which connects these lines to the buildings on site. ***Tree plantings or building additions in this area are strictly prohibited. Only vehicular parking over this lawn area will be allowed. Tent staking in this area is allowed.***
- F. Exterior lighting of buildings or landscape shall be reviewed for approval by the Tennessee Residence Commission. Any exterior lighting should consider aesthetics, appropriateness and security.

POLICY REGARDING INTERIORS

Work on our magnificent Tennessee Residence began after studying the blueprints for this classical building, noting all the original Adamesque colors and re-inventorying the furniture and accessories (measurements, conditions, periods, etc.) for design purposes.

We have attempted to place these pieces where they can be seen, used and enjoyed by the residents of this state and our guests.

Most of the antique casegoods have been used. The upholstered pieces were stripped to the framework and cleaned before reupholstering. The new upholstery that we added was planned for larger seating areas and more comfortable seating. The artwork has been loaned from various museums throughout the state, arranged by the Tennessee State Museum.

Because of the construction method of the walls in the Tennessee Residence and the irreparable and costly damage created by attaching items to them, nothing shall be hung on the second floor without approval by the Tennessee Residence Commission, including furniture as well as electronics and artwork, such as sconces, brackets, beds (Murphy beds and headboards), televisions, hanging cabinets and bookshelves.

MAINTENANCE SUGGESTIONS

Upholstered Items: The First Lady has had 1st floor rugs, stairwell runners and upholstery fiber sealed. This process should be repeated every few years, depending on the amount of use.

For a spot or spill on upholstery or chair seats, call a professional. Often they can clean in place, but occasionally may need to remove.

Cushions on upholstered items should be flipped once a week from side to side (not front to back). Do not use arm covers. This will result in uneven fading on the body of the upholstery compared to the arms.

If sofas or large chairs need to be moved for an event, require the lifters to wash their hands and lift from under the sides and beneath the upholstery to keep the fabrics clean.

When moving smaller pull up chairs, especially antique chairs, lift from under the front of the seat and the back or from under the two sides of the seat, not by the arms.

****For spot cleaning:** living room, stairwell runner, breakfast room, sunroom, call a qualified stain remover. Again, we recommend re-fiber sealing every few years.

Oriental Rugs: Dining Room, Governor's Study – For cleaning and repairs contact a professional.

Every few years, change the pads under the oriental rugs. Durahold is a preferred pad. It permits dust to sift through the rugs to the floor, and gives a sturdy surface for the rug and reduces sliding.

The rugs should all be rotated 180 degrees half way through the summer and half way through the winter for even fading and wear.

Casegoods: Antique wood furniture, should not be waxed or sprayed in the residence. It should be removed and treated by a professional. Furniture may be dusted. Do not use anything with resins.

Drapery: A professional should always be called to take down the draperies. If spots need to be cleaned, call a professional and have them cleaned in place. Do not take any of the window treatments to the dry cleaners; again have them cleaned in place.

Sleeping Porch 1 and 2: If a second layer of window treatment is required, the double rod may be installed into the holes of the first brackets. Nothing should be screwed or nailed into the woodwork or metal windows.

The octagonal entrance to the Master Bedroom has upholstered walls, which preserves a mural (not original to the house). The fabric could be removed or replaced.

Artwork: Has been loaned by museums across the state to the Tennessee Residence. None of these pieces should be moved. Lois Riggins-Ezzell of the Tennessee Museum arranged for these loans. These paintings are very valuable and our Tennessee Residence is a perfect venue for the display of our state treasurers. Do not allow the frames or canvases to be touched. Also, do not permit photography.

Mirrors: Most of the mirrors in the residence belong to the residence. Wood frames should be treated like wood furniture. Gilt frames should only be dusted. Mirrors may be cleaned by spraying a glass cleaner on a cloth, then wiping the mirror. The Venetian mirror in the Living Room is very fragile and should be cleaned professionally.

Lighting: Some of the lamps are antique; some are old, some new. All lamps only need to be dusted. The pair of antique Sevres lamps located in the living room, should be treated with extreme care, as should the Imari on the second floor.

Chandeliers are crystal, doré bronze, iron, or brass. A professional should be called for cleaning (other than dusting) so that the finish or material will not be damaged. Care should be taken that no one rotate the chandeliers when dusting

SUGGESTED CONTACTS

DRAPERY

The Drapery Shoppe
Contact Person: Andy Lawson
251-8564

FURNITURE

French Polish
Contact Person: Gerald Steers
251-3399
895-3603 (Residence)

Contact Person: Steve Stroup
876-9513

ORIENTAL RUG REPAIRS

KM Consulting
Contact Person: Keith Miller
975-9165 (Cell)
791-9957 (Office)

The Oriental Shop
Contact Person: Robert Harb
297-0945

RE-UPHOLSTER

Contact Person: Carl Tomes
352-3480

Willow Branch Upholstery
Contact Person: Baxter Dickinson or
Deborah Silveri
460-0133

STAIRWELL RUNNER INSTALLATION

White Mountain Quality Product
Contact Person: John Albamont
646-3300 (Office)
714-9592 (Cell)

Custom Rugs
Contact Person: Lia Richardson
399-3806 (Office)

RUGS/UPHOLSTERY CLEANING/FIBER SEALING

Fibe-Con
Contact Person: Jim Bardwell
851-8866 (Office)
881-6262 (Cell)

RUG PAD

Davishire Interiors
Contact Person: Shirley Horowitz
298-2670

CHANDELIERS

Lighting Restorations
Contact Person: David Phillips
586-7088 (Cell)
351-9494 (Office)

POLICY REGARDING ART

The art that is on display in the Residence and Conservation Hall is largely on loan from museums and other institutions. As such, it is imperative to protect it. Therefore, it must be hung by staff from the Tennessee State Museum (TSM), and any movement of that art will also be done by TSM staff.

- As the art is not owned by the Residence/Conservation Hall, the photographing of any works is forbidden.
- The dusting of frames and surfaces of the paintings is to **only** be done by TSM staff.
- In the event of planned construction/maintenance/re-painting/re-flooring on the Residence/Conservation Hall in the vicinity of loaned artwork, the TSM must be alerted to remove or appropriately protect the art before work begins.
- No loaned art will be used on the second floor, as this is the private living space for the Governor and family.
- The limestone and textile pieces are fragile. The stone is very porous and is susceptible to staining and erosion. The textiles are also sensitive to UV fading from sunlight and must be hung in spaces without direct sunlight.
- The art on loan to the Residence and Conservation Hall is arranged via the TSM. It comes from numerous collections and museums across the state. As these groups do not loan to individuals or elected officials, the loan documents are made through the TSM. Their loan length is solely determined by the lender and may be recalled at any time at their discretion.

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