



POLICY

Approved by: Tennessee Residence Commission	Policy Number: 22.01
Signature:	Supersedes: 04/27/16
Application: All Nongovernmental Activities conducted on the Tennessee Residence Property	Effective Date: 06/01/23
Authority:	Tenn. Code Ann. §§ 4-23-203, 4-23-204

Subject:

Use of the Tennessee Residence for Nongovernmental Activities

If any portion of this policy conflicts with the applicable State and Federal laws or regulations that portion shall be considered void. In such an event, the remainder of this policy and the procedures described within shall not be affected and thereby remain in full force and effect.

- I. **POLICY STATEMENT:** The Tennessee Residence Commission governs the use of the Tennessee Residence property for nongovernmental activities. Governance includes, but is not limited to, establishing terms and conditions of use and reviewing requests for use.
- II. **PURPOSE:** To provide general guidance on the request process as well as acceptable and prohibited use practices to individuals wishing to use the Tennessee Residence facility and its grounds.
- III. **APPLICATION:** This policy is applicable to all requests for use of the Tennessee Residence property for nongovernmental activities.
- IV. **DEFINITIONS:**
 - A. **Agency:** For purposes of this policy, any organization within the three branches of State government, including Higher Education Institutions, that wishes to use the Tennessee Residence and its grounds.
 - B. **Business Hours:** Hours of operation occurring Monday through Friday, from 8:30 A.M. to 4:30 P.M., during which general public business may be transacted.
 - C. **Caterer:** A vendor contracted to provide food, supplies, services, or a combination thereof for a particular event. For purposes of this policy, "Caterer" does not include any Tennessee Residence kitchen staff.
 - D. **Commercial:** The act of preparing or doing something with the sole or chief emphasis on salability, profit, or success.

Tennessee Residence Commission Policy:Use of the Tennessee Residence for
Nongovernmental Activities**Policy Number:**

22.01

- E. Conservation Hall: A 14,000 square foot space that provides a meeting room for seated events, and a hall, atrium, and circulation area for standing receptions. The Conservation Hall is a separate space and used independently from the Tennessee Residence House.
- F. Facility Administrator: The individual responsible for overseeing the comprehensive operations of the Tennessee Residence property.
- G. Event Manager: This term refers to a role that an individual performs in regard to a particular event. It may be used interchangeably with “Residence Event Manager” or “Facility Administrator” depending on the circumstances or event. Further, any member of the Residence staff may be designated the “Event Manager,” as determined by the Facility Administrator.
- H. Fundraising Event: For purposes of this policy, any event during which funds or donations are collected on Tennessee Residence property. “Fundraising Event” does not include events where funds are collected from individuals in advance as a prerequisite to participation in the event.
- I. Grounds: The lawn and the surrounding landscaped areas of the Tennessee Residence property.
- J. Nongovernmental Activity: Any activity that is not conducted in furtherance of State business.
- K. Tennessee Residence (hereinafter “Residence”): Areas of the Tennessee Residence property that are not designated as private for use by the First Family and are available for public use. The Residence includes the first floor of the Tennessee Residence House, the Conservation Hall, and the grounds.
- L. Tennessee Residence House (hereinafter “House”): The residential structure of the property located at 882 S. Curtiswood Lane, which provides a home to the First Family. The breakfast room and kitchen on the first floor, second and third floors are designated as the First Family’s private quarters and are not open to the public.

V. REQUEST PROCESS:

- 1. Review and Approval
 - a. Requests for use of the Residence along with any supplemental documentation must be submitted to Tennessee.Residence@tn.gov no later than 60 business days prior to the intended event date.
 - b. Requests will be evaluated on a case-by-case basis.
- 2. Required Documentation
 - a. Request Form. Any party wishing to use the Residence must complete the request form.
 - b. Certificate of Liability Insurance. Requesting parties must provide a certificate of liability insurance in the amount of \$2,000,000 covering bodily injury, including death and property damage, listing the State of Tennessee, Department of General Services as an Additional

Tennessee Residence Commission Policy:Use of the Tennessee Residence for
Nongovernmental Activities**Policy Number:**

22.01

Insured. Additional Insured shall be listed as State of Tennessee, Department of General Services, 312 Rosa L. Parks Ave., Tennessee Tower, 22nd Floor, Nashville, TN 37243..

- c. License Agreement. Any approval granted for use of the Residence will be contingent upon a license agreement between the requesting party and the Office of the First Spouse, complete with signatures of all parties indicating their agreement to the terms and conditions therein.
- d. Usage Fee. Parties permitted to use the Residence will be assessed a usage fee based on the duration and impact of the event. The fee will be reimbursement to the State for operating costs associated with overhead and supervision by Residence staff, janitorial needs, and security. Payment of any applicable fees must be remitted to the Residence Event Manager (hereinafter "Event Manager") no later than 48 hours prior to the event date.

VI. GENERAL GUIDANCE

1. Conservation Hall.
 - a. Agency events, events hosted by public or private organizations or individuals, and events hosted by the First Family will be held in the Conservation Hall, unless otherwise requested and approved. Approvals for use of alternate locations must be in writing.
 - b. Maximum occupancy. Conservation Hall can accommodate approximately 160 people for seated events and 350 people for standing receptions. Per the State Fire Marshal, maximum capacity is 395 people, including but not limited to all guests; all volunteers and staff, both internal and external, associated with the hosting party; and all Residence and security personnel.
2. Events such as weddings, wedding receptions, birthday parties, proms, or other like gatherings are not permitted at the Residence.
3. Attendance of the Governor, the First Spouse, or both, is not guaranteed for any event held at the Residence. Requests for the Governor's or First Spouse's presence at an event are handled separately by their respective offices. Parties wishing to request the Governor's or First Spouse's presence may do so by visiting www.tn.gov/governor or www.tn.gov/firstlady. Such requests are separate and independent from a request for use of the Residence.
4. An event that occurs during business hours may not exceed eight hours, and an event that occurs after business hours may not exceed four hours. Adequate time for event set-up and tear-down should be included in the initially requested timeframe. Additional time beyond the approved period must be coordinated with the Event Manager and approved by the Office of the First Spouse. Events that exceed the approved time period may incur additional hourly costs.
5. Smoking is not permitted on the Residence property. This provision applies to all buildings, the grounds, and any vehicles parked on the property.
6. Any external communications regarding an event hosted at the Residence must be coordinated and approved in advance by the First Spouse's Communications Office. This provision applies to news media coverage, electronic and written event invitations, programs and any other

Tennessee Residence Commission Policy:Use of the Tennessee Residence for
Nongovernmental Activities**Policy Number:**

22.01

- materials used to advertise the event, or any communication that bears the name or likeness of the Residence, the Governor, or the First Lady.
7. Commercial photography of the artwork and other artifacts in the Residence is prohibited.
 8. Individuals visiting the Residence are prohibited from possessing firearms or other weapons of any sort. Members of law enforcement or security personnel are an exception; however, exceptions must be approved by the Event Manager and Executive Security prior to access being granted.
 9. Fundraising events are not permitted at the Residence.
 10. The Event Manager or the First Family may cancel an event scheduled at the Residence with little to no notice in the event of a scheduling conflict, a state emergency, or security issues that necessitate restricted access. Notice of such interruption or cancellation will be given as far in advance as possible.
 11. The second and third floors of the House are the First Family's personal quarters. Access is prohibited unless otherwise coordinated with and approved by the Event Manager or the First Family.

VII. ADMITTANCE AND PARKING

1. Parking on the Residence property is prohibited; however, parking accommodations may be granted upon request and written approval for guests with a disability. In the event of a special accommodation, a list of approved parkers must be provided to Executive Security no later than 48 hours prior to an event. Failure to provide such list may result in individuals being denied access to the Residence.
2. Off-site parking and shuttle transportation is available but must be coordinated with the Event Manager in advance of an event. Parties wishing to use shuttle transportation are responsible for any applicable service costs.
3. Shuttle buses shall not be larger than a 25-passenger vehicle.
4. A complete list of guests and event support staff must be provided to Executive Security no later than 48 hours prior to an event. Security checkpoints may be established in the off-site parking lot prior to guests boarding the shuttle, at the Residence entrance, or both, for verification. Failure to provide a complete list may result in buses, individuals, or both, being denied access to the Residence.
5. Street parking on Curtiswood Lane or adjoining streets is prohibited.

VIII. APPROVED EVENTS

1. The Event Manager or the First Family may require additional security for an approved event. The Tennessee Department of Safety and Homeland Security will provide any necessary security. Should additional security be warranted, event hosts will be assessed a security fee which is in addition to the usage fee.

Tennessee Residence Commission Policy:Use of the Tennessee Residence for
Nongovernmental Activities**Policy Number:**

22.01

2. With the exception of the use of votive style candles, all open flames are prohibited on Residence property. The use of flammable, combustible, or explosive fluids or chemical substances is also prohibited.
3. Any group hosting an event at the Residence is responsible for providing adequate personnel or volunteers to effectively manage and operate the event. Additionally, this provision applies to any organizations benefitting from events hosted by the First Family.
4. Defacing or damaging the House or the Conservation Hall, which includes, but is not limited to, lighting fixtures, furniture, artwork, electrical outlets, walls, entrances, floors, and windows, is not permitted. Posting or affixing signs, announcements, banners, or other decorations to any of the aforementioned surfaces is considered damage. Attachment materials such as tacks, nails, staples, stickers, labels, tape, or any other attachment tool that might leave a residue or otherwise damage surfaces are also considered to be damage. Users should consult with the Event Manager regarding decorations prior to the event.
5. The Residence does not provide use of any dishware, flatware, drinkware, or ceramics. The Residence does not provide table decorations such as floral centerpieces, tents, or event signage. Any group hosting an event at the Residence is responsible for the selection, rental, or purchase of such items. Tables, chairs, and some linens are available for events hosted in the Conservation Hall. Additionally, this provision applies to any organizations benefitting from events hosted by the First Family. Users should consult with the Event Manager to determine which items are available for use prior to the event.
 - a. Rental or purchased items should be delivered within 24 hours, or as otherwise specified by the Event Manager, of an event's anticipated start time. Large items that require installation must be approved by the Event Manager prior to the event. Further, a delivery time must be coordinated with and confirmed by the Event Manager no later than seven days prior to an event.
 - b. Rental or purchased items must be removed within 24 hours, or as otherwise specified by the Event Manager, of the expiration or termination of an event, unless otherwise approved in writing by the Event Manager. If an exception is approved, an alternate removal time must be coordinated with and confirmed by the Event Manager.
6. Use of the grounds for purposes of delivery and event supply installation, including, but not limited to, delivery vehicles driving on the grass or using poles, spikes, and other tools to structurally support a tent, must be approved in advance of an event by the Residence Horticulturalist and the Event Manager. Rental companies using heavy machinery, carts, or dollies must provide and use protection mats, or any other preventative tools as determined necessary by the Residence Horticulturalist and the Event Manager, on the grounds during delivery transport.
7. The moving, removing, rearranging, or adjusting of any furnishings or equipment must be requested and approved in writing prior to an event.
8. In the event goods, wares, or any other items are left on Residence property after the expiration or termination of the agreed upon use, Residence staff may remove and dispose of all such property from the Residence at the user's expense.

Tennessee Residence Commission Policy:Use of the Tennessee Residence for
Nongovernmental Activities**Policy Number:**

22.01

9. Users shall keep any area(s) of the Residence used for their respective event clean, orderly, and generally cared for, and shall return the area(s) to its original condition prior to vacating the property.
10. Catering.
 - a. Any food or beverages that an event may require must be provided by a caterer.
 - b. Red wine and red punch are not permitted at standing receptions hosted in the House; however, red beverages may be permitted at seated events with the approval of the First Family.
 - c. Caterers contracted for events are required to provide the Event Manager with the following:
 - i. A complete list of all personnel that will be on-site;
 - ii. A copy of a valid state and county catering license;
 - iii. If alcohol will be served, a copy of the caterer's Liquor-By-the-Drink alcohol license;
 - iv. If alcohol will be served, a copy of each catering staff member's Alcohol Beverage Commission license to serve alcohol; and
 - v. A copy of the caterer's current health permit.
 - d. Catering staff must wear neat and clean attire and exhibit appropriate personal hygiene.
 - e. For events held in the House, catering staff must use the restroom provided on the "B" level near the break room. In Conservation Hall, there is a designated restroom for all personnel on the service corridor.
 - f. All food is to be prepared and stored according to the Rules of the Department of Health, Division of General Environmental Health, Chapter 1200-23-01, to the extent possible. Caterer should provide all equipment necessary for the event unless use of Residence equipment is requested in advance of an event and approved by the Residence Executive Chef. There is limited space in the refrigerators and freezers. Warming units, a stove, an oven, and professional dishwashing equipment are available. The Residence Executive Chef will manage any use of the Residence kitchen and equipment during an event.
 - g. For events held in the House, catering vehicles must park in the reserved lot behind the Residence Carriage House. For events held in Conservation Hall, a parking location for catering vehicles will be designated by the Event Manager or the Residence Chef.
 - h. Catering staff must thoroughly clean and sanitize the kitchen prior to departing the property. The expectations of cleanliness are as follows:
 - i. All equipment used during an event is to be sanitized;
 - ii. All trash and food are to be removed from the premises;
 - iii. The oven and stove are to be cleaned inside and out;
 - iv. Garbage disposals and sinks are to be clean;
 - v. Freezers and refrigerators are to be emptied of any food or caterer's property and cleaned; and
 - vi. Kitchen floor must be swept and mopped.
 - i. All buffet stations, tables, and chairs located in public areas must be cleared of food and linens. If an event is conducted on the grounds under a tent, all food, trash, equipment,

Tennessee Residence Commission Policy: Use of the Tennessee Residence for Nongovernmental Activities	Policy Number: 22.01
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decorations, or any other items used for the event are to be removed from the tented area prior to departing the premises. All areas used for an event must be checked for trash, food or beverage spills, or other property damage.

11. Damages to any area(s) used for an event must be reported to the Event Manager immediately. The Event Manager, the First Family, or both, reserves the right to assess any property damage sustained in furtherance of an event hosted at the Residence. Users may be financially responsible for any applicable repair, restoration, or clean-up for any damages to the designated area(s).