TENNESSEE JUSTICE CENTER

FREQUENTLY ASKED QUESTIONS

Who can rent?
The use of the Tennessee Justice Center (TJC) facilities is reserved for contracted occupants and/or eligible partner organizations. All requests for facility usage are subject to review and approval by leadership of TJC.

Is a security deposit required?
Yes. A $250 refundable deposit, paid by check within 7 days of your signed agreement, secures your booking. It will **not** be refunded if excessive clean-up is needed after your event.

Is insurance required?
Yes. Provide a copy of your Certificate of Insurance (COI) adding Tennessee Justice Center as an additional insured.

Can we serve alcohol?
If alcohol will be served, it must be reflected on your COI. Bartenders selling or providing alcohol need an ABC license through Tennessee's Responsible Vendor Program. TJC does not provide bartenders.

Is security provided?
Not outside TJC hours (Monday to Friday, 8 am to 4:30 pm). We can refer you to a security company.

Is there parking?
Yes. There are 17 spaces in our parking lot and 22 in our covered garage.

What about restrooms?
All restrooms are unisex, with restrooms on both the main and upper levels.

Do you provide audio/visual equipment?
Free high-speed Wi-Fi and TVs with HDMI ports in every space, plus a projector in the BBW Community Center. You can bring your own equipment with TJC approval. TJC staff can't help load or set it up, and TJC isn't liable for loss or damage.

Can we use TJC's name or logo?
The logos and/or the name of TJC and/or partner agencies are prohibited from being used in any advertisement related to the event or organization without prior written approval.

Is the space accessible?
TJC strives to provide accessible facilities to meeting attendees. We will be happy to discuss specific accessibility issues related to our space with you or your attendees. Advance notice of individuals with disabilities is the best way to ensure specific needs are accommodated.

To that end, your group agrees that it shall comply with the Americans with Disabilities Act regarding activities related to your event. You will be responsible for providing any and all auxiliary aids and services to allow your attendees to have full and equal access to your event.

Are discounts available?
We offer rental discounts for individual members & organizational members of TJC. Contact us for more info.

Email *events@tnjustice.org* to Book a Space Today!

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tnjustice.org/socials