

# {atmalogy} Rental Policies

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## Scheduling

- Room rental fees must be paid in advance in full to reserve the space in our scheduling system.
  - Any renter-specific set-up/decorating time and any time after renter's event needed to return the rental space to the way it was found must be included in the rental period. Other bookings may be scheduled immediately before and/or after the time you have the space reserved. If the space is not reserved before you rental, entry into the space will be permitted no more than 15 minutes prior to the rental period. If the space is used past the booked time, the additional time will be charged equal to the regular hourly rate for the space as well as an additional \$50 fee.
  - No refunds will be given for room rental purchases. Credit will be retained for future use if reservation is cancelled or rescheduled at least 72 hours prior to time of reservation.
  - Rentals that are requested to take place outside of {atmalogy}'s normal business hours will require a \$25/hr fee in addition to the hourly room rate and typically require one week's notice. This fee is not subject to discount.
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## Alcohol & Food

- As the authorized license holder for the sale of beer and wine only, {atmalogy} is responsible for the serving of alcoholic beverages in certain designated areas. {atmalogy} follows and strictly adheres to the alcoholic beverage laws established by the State of Tennessee and Metro Nashville. In no event will the renter be entitled to sell or distribute alcoholic beverages. {atmalogy} reserves the right to close serving areas at any event where the serving of alcohol may cause a dangerous situation and shall use its sole discretion in serving persons believed to be intoxicated.
  - Special functions that include food and beverage service beyond the normal cafe service during business hours must be coordinated with {atmalogy} at least a week in advance of the event. See {atmalogy} catering menus or refer to the FAQ for pricing on using outside vendors or bringing in outside food/non-alcoholic beverages and for cork fees..
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## Amenities

- Items, including some furniture, included in each space are subject to change. Please confirm with {atmalogy} management if there are specific seating or set-up needs.
  - Upon request, certain items not already in the spaces (folding tables, additional seating, whiteboards, projector & screen, etc) may be available at no additional charge based upon availability.
  - During the rental, renter may run a tab for food and beverages at the cafe provided that a credit card is presented and held by cafe staff. A 20% gratuity will be charged for parties of 6 or more and for tabs of \$50 or higher.
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## General

- Decorations and signs inside the space being rented may be used as long as they do not cause any damage to the space and are removed by the end of the rental period. **Use of glitter and open flames are not permitted.** Costs to repair any damage caused by placing such decorations or signs or other activities will be paid by the Renter, and a cleaning deposit may be required for certain rentals according to the discretion of {atmalogy}. No sign or decoration is allowed on the building exterior or sidewalk unless approved by {atmalogy} management.
  - Smoking is **not** permitted in any part of the building. Smoking is permitted outside the building at least 50 feet from any entrance.
  - Renter may **not** obstruct: (i) any entrances or exits from the building, (ii) any stairways, hallways, or access to utilities within the building, or (iii) any sidewalks immediately outside the building.
  - Animals (other than Service Animals) will not be allowed in the building for any reason unless with written approval from {atmalogy} management.
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Contact [info@atmalogy.com](mailto:info@atmalogy.com) with any questions.