

FACILITY RENTAL REQUEST FORM

VANDERBILT UNIVERSITY · MUSIC REHEARSAL HALL

124 28th Ave. S., Nashville, TN 37212

Please submit the attached form to **vuband@vanderbilt.edu**.

Clinic reservations for the Music Rehearsal Hall (MRH) **are not** confirmed upon submission of the Facility Rental Request Form.

You will receive confirmation from **vuband@vanderbilt.edu** and/or **cindi.gallagher@vanderbilt.edu** following the completion of Protection of Minors and other associated paperwork.

Following confirmation of the clinic, your completed Facility Rental Request Form will be sent to **athleticfacilityrentals@vanderbilt.edu**.



Vanderbilt Athletics Facility Rental Request Form

- Certificate of Insurance for minimum \$1 million must be included with request.
 - COI certificate holder: Vanderbilt University Athletics | 2601 Jess Neely Drive | Nashville TN 37212
 - COI must be valid through rental date
- Requests are subject to facility and departmental availability.
- All NCAA, SEC, and Vanderbilt University regulations apply.
- **Submit this request form and COI to athleticfacilityrentals@vanderbilt.edu.**

Group Name: _____

Contact Name: _____

Address: _____

Cell Phone: _____

Email: _____

Facility Requested: _____

Dates & Times Requested: _____

Reason for Request: _____

Number of Participants/Age Range: _____ / _____

Additional Information: _____

Vanderbilt Athletics Approval	Signature	Date
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Sport Administrator:	_____	_____
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Director of Compliance:	_____	_____
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Director of Facilities:	_____	_____
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Rental Rate: _____



Vanderbilt University Protection of Minors

Third Party Groups Bringing Minors to Campus for Events and Activities Compliance Agreement

Submit this form to athleticfacilityrentals@vanderbilt.edu along with your Facility Rental Form and Certificate of Insurance.

This form is for any third party, non-public event or activity which includes minors as participants on campus and/or in VU facilities. Third party groups conducting activities which include minors as participants on campus are subject to the terms of the Protection of Minors policy. **Through the duration of the event, the third party will be responsible for providing supervision to the minors.** Organizations that fail to comply with this agreement will be subject to event cancellation. If VU staff, faculty, students or volunteers will be interacting with minors in any activity outside of the supervision of the third party, the VU personnel must also be in compliance with the Protection of Minors policy.

Vanderbilt School/Department/Office Hosting this Activity:		
Vanderbilt Contact Name and email:		
Start Date	End Date	VU Phone Contact:
Third Party Group/ Organization:		
Event Location:		
Estimated Number of Minors	Ages of Minors	
Brief Name and Description of activity		

TO BE COMPLETED BY THE THIRD PARTY COORDINATOR (check box and signature)

- This event will include continuous on site monitoring by my organizational personnel with a cleared criminal background check in the prior 4 years which included national, state and local criminal records checks, the sexual offender database and resulted in no adverse findings of violence, abuse or exploitation.**
- All staff from my organization have received training on child abuse identification and reporting (if not, training is available at no cost).
- Been provided access to [the Vanderbilt Protection of Minors policy](#), have received a copy of the Code of Conduct and Reporting Procedures (attached), and **agree to abide by the policy**.
- My organization will provide appropriate supervision** to the participating minors of the event, including the minimum adult to minor ratios and adoption of VU's Code of Conduct when interacting with minors (attached).

Printed Name of Third Party Coordinator	Phone Contact
Signature	Email
	Date Signed

TO BE COMPLETED BY VU HOSTING SCHOOL/DEPARTMENT/OFFICE/ GROUP (check box and signature)

- I certify that **I have registered the program** with Risk Management (or in Anchor Link for Student Organizations).
- Interaction with the minors participating in this activity will be under the supervision of the third party.
- If applicable, all VU personnel participating have completed Protection of Minors training and/or criminal background clearances.

VU Host Signature	Date
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Vanderbilt Protection of Minors Provision

(The following pages must be read by and provided to all third party event personnel who will be supervising minors – page 1 of 2):

Vanderbilt University personnel adhere to Tennessee state law on mandatory child abuse reporting to either the appropriate law enforcement agency or the state hotline operated by the Department of Children’s Service. In addition to external reporting, Vanderbilt has a mandatory internal child abuse reporting procedure. If you have reason to believe abuse or inappropriate behavior has occurred concerning a minor on campus or participating in a Vanderbilt University program, please consult the program director, event host, or Risk Management (615-936-5935), or report via the Vanderbilt Compliance Hotline at 844-814-5935. The Tennessee Child Abuse reporting hotline number is 877-237-0004.

Mandatory Reporting of Child Abuse:

Recommended Guidelines for Reporting:

Tennessee Law on mandatory reporting of child abuse and neglect (TCA 37-1-403) states, “**Any person** who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality, abuse, or neglect or that, on the basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect.”

Selection from VANDERBILT PROTECTION OF MINORS POLICY (Section IV)

Every member of the University community (not limited to individuals who interact with minors) is required by law to report known or suspected instances of the abuse of, neglect of or inappropriate interactions with minors. Members making a report in good faith will be protected from criminal and civil liability for making the report. It is important to understand that every member is required to report any type of suspected abuse, neglect or inadequate care rather than just child sexual abuse.

In all cases of suspected child abuse, two reports, one external and one internal, must be made:

External Report : Tennessee law requires every person to make a report when they suspect sexual or physical abuse or neglect of a minor. Failure to report is a Class A misdemeanor. The required report may be made to the State of Tennessee Child Abuse Hotline at 1-877-237-0004, online at <https://apps.tn.gov/carat/> or to a Tennessee sheriff’s office or police department, including VUPD at 615-322-2745. If the situation is a life threatening emergency, contact 911.

Internal Report: Every member of the University community has a further obligation to report known or suspected abuse or neglect of a Minor on campus or in a Vanderbilt program immediately to Vanderbilt University. The preferred method is to immediately contact the Director of Minors Programs in the Office of Risk Management and Insurance at 615-936-5935. Alternatively, known or suspected abuse or neglect of a Minor on campus or in a Vanderbilt program shall be reported to the University Compliance Hotline at 1-844-814-5935 or website at <https://secure.ethicspoint.com/domain/media/en/gui/47676/index.html>

(The following pages must be read by and provided to third party event personnel who will be supervising minors – page 2 of 2):

VU Code of Conduct for Interacting with Minors

You are required by Tennessee law and Vanderbilt University policy to report actual or suspected abuse or other improper conduct involving a Minor. You also are also required to comply with the following code of conduct when interacting with Minors.

- Do not spend time alone, either on or off campus, with a Minor away from others. If one-on-one interaction is required, meet in open, well lit rooms or spaces with windows observable by other adults from the Program.
- Do not engage in any sexual actions, make sexual comments, tell sexual jokes, or share or view sexually explicit material with or within the vicinity of Minors.
- Do not touch Minors in a manner that a reasonable person could interpret as inappropriate.
- Do not shower, bathe, or undress with or in the presence of a Minor.
- Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, hitting, punching, poking, or restraining, except as required to protect a Minor or others from harm. All incidents involving such conduct, whether or not required to protect a Minor or others from harm, must be documented and disclosed promptly to the Program Director and the Minor’s parent/guardian.
- Be aware of the impact of your words and language on Minors.
- Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor’s welfare.
- Do not meet with Minors outside of established times for Program activities. Any exceptions require parental authorization and must include more than one adult from the Program.
- Do not engage or converse with Minors through email, text messages, social networking websites, or other forms of social media at any time except and unless there is an educational or programmatic purpose and the content of the communications is consistent with the mission of the Program and the university.
- When transporting Minors in a Program, more than one adult from the Program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.
- Do not tell children “this is just between the two of us” or use similar language that encourages Minors to keep secrets from their parent/guardians.

“Take -aways” to re member when wo rking with minors – Protect, Observe, Manage, Report:

- ⦿ Rule of three (at minimum); two deep adult leadership
- ⦿ If you see something, say something – Risk Management 615-936-5935 or Compliance Hotline 1-844-814-5935
- ⦿ TN is a mandatory child abuse reporting state: 877-237-0004
- ⦿ Know and understand how to keep healthy boundaries, minimize opportunity for abuse
- ⦿ Group communication always – no one-to-one

Vanderbilt Minimum Allowable Ratios for Programs with Minor Participants (ACA Recommendations)

Age	Day Event/Camp Ratio	Overnight Ratio
5 years and younger	1 Adult : 6 Minors	1:5
6-8 years	1:8	1:6
9-14 years	1:10	1:8
15-18 years	1:12	1:10

Questions about this form? Need Additional Resources? Contact Vanderbilt Office of Risk and Insurance Management, Protection of Minors at 615.936.5935 or protectionofminors@vanderbilt.edu.