

MOTORIZED VEHICLE OPERATION

This form is to be completed by those parties operating motorized vehicles within the Gaylord Opryland Resort and Convention Center as part of an event or production. The following guidelines have been established with Davidson County Fire Marshall to ensure the safety of our guests and staff.

- A Gaylord Opryland Resort and Convention Center Security officer is required when the vehicle is in motion, including all rehearsals. The Security officer will have access and be trained in the operation of a fire extinguisher. The officer will also be in possession of a radio with communication to the security command center. There is a four hour minimum for Security Officers, at the prevailing rate. Scheduling of security personnel to be coordinated through Conference Services.
- Vehicles will have no more than ¼ tank of fuel. All fuel tank openings shall be locked or sealed (i.e. taped) shut.
- Vehicles are not to be driven in service corridors or Ballroom aisles. Vehicles should be pushed to the location of the production and engines should only be run as part of a rehearsal or the actual event.
- Moving vehicles should be a minimum of twenty feet from the audience at all times.
- The pathway of the moving vehicle shall have appropriate carpet protection to prevent damage to hotel carpet. Protection is at the expense of the group.
- During times when the vehicle is not in motion, the battery cables shall be disconnected and all fuel openings shall be locked or sealed (i.e. taped) shut.

Please Complete the following information for approval:

Name _____ of _____ Event: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

On-Site _____ Contact: _____

Description of Event, vehicle and route:

Schedule of vehicle operation:

DATE	TIME	LOCATION
_____		_____
_____		_____
_____		_____
_____		_____

Please attach any existing documentation, diagrams or vehicle specification

Signature acknowledging requirements _____ Date: _____

**Return this form to: Gaylord Opryland Resort and Convention Center
 Conferences Services,
 Fax #: (615) 458-4441 not later than 30 days prior to first move-in day**