

# APPLICATION TO USE LENTZ PUBLIC HEALTH CENTER CENTENNIAL MEETING ROOMS

During normal MPHD business hours, two of Lentz Public Health Center's Centennial meeting rooms (off the lobby) are available to established, local, non-profit organizations of a public, civic, educational or cultural nature, and to governmental agencies.

- Sales activities may not be conducted in any of the rooms or on the Lentz grounds.
- Groups may not charge admission, fees for services rendered, solicit donations, or collect dues or membership fees.
- This form must be signed and approved by appropriate MPHD personnel before a reservation will be confirmed.
- Failure to cancel a reservation within 48 hours of start time, or damage to/soiling of rooms will affect future use.

Organization (Full name):

Title of Meeting:

Description of Meeting:


Primary Name and Address:

Contact Phone Numbers:

E-mail(s):

Maximum Attendance:

**Maximum Attendance Per Room is 40; Two-room maximum is 80.  
Special Arrangements or Adding Tables Will Affect Capacity**

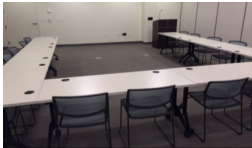
Needs: **A-V hookup help** Yes No **Conference Phone** Yes No **Tables for food** Yes No  
(Permitted Caterers only) 

- Users must provide their own consumables, such as cups with lids, for all beverages.
- Users may not move podiums or fixed microphones, or remove tables or chairs from the room(s).
- Use of the lobby except for ingress and egress is prohibited, i.e., no registration, sign-in or promotional tables outside of room(s).

List Any Food/Equipment That Will Be Brought Into the Building or Other Requests, Including Variations of Arrangement:

## SPECIAL ARRANGEMENTS OR ADDING TABLES FOR FOOD WILL AFFECT ROOM CAPACITY

One room arrangement is provided prior to meeting start time. Users may not re-arrange any furniture or items, other than chairs.



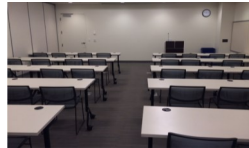
Open Rectangle  
20 per room, 40 max.



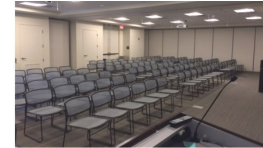
Closed Rectangle  
24 per room, 48 max.



Work Groups  
24 per room, 48 max.



Classroom  
32 per room, 64 max.



Auditorium/theater  
40 per room, 80 max.

Other  
Please describe  
in field  
above

**Laptops for AV must be provided by user.  
Public wireless for network connection only.**

**INSURANCE NOTICE:** MPHD is not responsible for any property, personal or otherwise brought onto or into any of its premises. **The User is responsible** for all such property and specifically waives any subrogation rights against MPHD or Metro government. Further, the User is responsible for any negligent personal injury or property damage caused by the User or any member of the User's group of attendees while on MPHD premises. The User agrees to hold harmless MPHD and the Metropolitan Government of Nashville and Davidson County for any personal injury or property damage caused by the User or any of the User's attendees.

I have read and understand the rules and guidelines of MPHD under this application regarding the use of MPHD meeting room facilities and, as an authorized representative from the above organization, guarantee compliance with said rules. I agree that the group I represent will abide by these rules. I will submit 501(c)(3) documentation, if requested. For purposes of this application, typing below may serve as **Signature**  
& Date: \_\_\_\_\_

DATE/TIME MEETING ROOM(S) REQUESTED			
Day of Week	MM/DD/YY	MTG START *	END TIME **

**\*Room may be accessed 1/2 hour prior to Meeting Start \*\*ROOMS ARE TO BE VACATED NO LATER THAN MEETING END TIME.**

### MPHD STAFF USE ONLY

Approved: Yes No

Room Reserved:

Approved by:

FWR Submitted:

Notified Requester:

MPHD Policies Nov. 04, 2014

Email completed form to: **LentzRoomRequest@nashville.gov**