APPLICATION TO USE LENTZ PUBLIC HEALTH CENTER MEETING ROOMS

During normal MPHD business hours, Lentz Public Health Center Centennial A, B and C 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.

- Groups may not charge admission, fees for services rendered, solicit donations, or collect dues or membership fees.
- Sales activities may not be conducted in any of the rooms or on the Lentz grounds.
- 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):

Meeting Name and Type:

Contact Name and Address:

Contact Phone — Work: Cell: FAX:

E-mail(s):

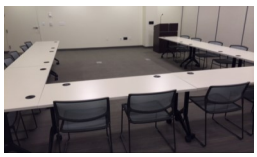
Maximum Attendance: **Maximum Attendance Per Room is 50**

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

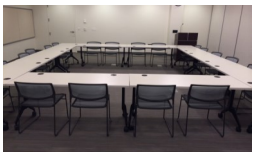
- Users must provide their own consumables, such as cups with lids, for all beverages.
- Users may not move podiums or fixed microphones, or remove tables or chairs from the room(s).
- Use of the lobby except for ingress and egress is prohibited, i.e., no registration, sign-in or promotional tables outside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

List Below Any Food and/or Equipment That Will Be Brought Into the Building:

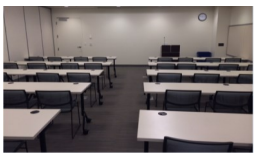
SPECIAL ARRANGEMENTS OR ADDING TABLES FOR FOOD WILL AFFECT ROOM CAPACITY



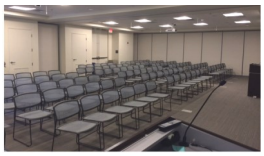
◯ Open Rectangle
20 max per room



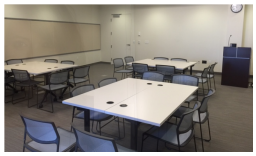
◯ Closed Rectangle
24 max per room



◯ Classroom
32 max per room



◯ Auditorium/theater
50 max per room



◯ Work Groups
24 max per room

DATE/TIME MEETING ROOM(S) REQUESTED

Day of Week	MM/DD/YY	START TIME	END TIME

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 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.

Signature & Date: _____

MPHD STAFF USE ONLY

Approved: ◯ **Yes** ◯ **No** **Comments:**

Approved by:

Work Request Submitted:

MPHD Policies Nov. 04, 2014

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

Submit by E-Mail

POP-UP BLOCKERS MUST BE DISABLED

Or, send by e-mail to ALL listed:
Thomas.Sharp@nashville.gov;
Martha.Bickley@nashville.gov;
Mark.Sturgis@nashville.gov;
Terry.Grimes@nashville.gov

Revised 102816