



## **COMMUNITY MEETING ROOM**

### Guidelines

ADOPTED BY MPH D EFFECTIVE 2014

#### **GENERAL:**

The meeting rooms off the lobby of the Metro Public Health Department's Lentz building (Centennial A, B and C) are available to the public only during regular business hours and only to established local, non-profit organizations of a public, civic, educational or cultural nature and to governmental agencies. Groups may be asked to furnish a copy of their 501(c)3 statement or non-profit charter verifying non-profit status. MPH D reserves the right to limit use where the demands for meeting space require it.

Groups using the meeting rooms may not charge admission, charge 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. Use of the meeting room(s) does not constitute endorsement of the program by MPH D.

MPH D remains the final authority regarding use of MPH D facilities. The needs of the department take precedence over other uses. MPH D reserves the right to withdraw permission for meeting room use when conditions warrant.

The rooms may be used free of charge during normal business hours, which are 8 a.m. to 6 p.m. Monday through Friday, excluding Metro holidays.

1. If the meeting or activity needs to be cancelled, groups should contact the department as soon as possible. Repeated no-shows or cancellations within three (3) months of booked dates also may result in loss of meeting room privileges.
2. All meetings held must be open to the general public and news media.
3. Social functions such as dances or parties may not be held in the meeting rooms.
4. Only light refreshments may be served. The use of alcoholic beverages is not permitted on department premises. Departmental after-hours or weekend events may be exempted from this restriction by permission of the Director of Health.
5. Smoking and illegal drugs are prohibited.

6. No service will be provided by the department for carrying equipment to and from meeting rooms, or for cleaning the rooms afterward. No property belonging to the group may be stored on MPHD premises or property.
7. The organization using the meeting room is responsible for leaving the room in a neat and orderly condition.
8. The meeting rooms, as well as all department property, may not be used for political campaign speeches or activities. Campaign activities are defined as those activities directly related, pro or con, to the campaign of individual political candidates or ballot issues.
9. Program or meeting publicity such as posters, press releases or other material may not imply these events are sponsored, cosponsored, endorsed or approved by MPHD.
10. The use of the rooms by the public is not at any time to conflict with or disturb department activities, needs or uses.
11. The organization or responsible individual will be held financially responsible for any damage incurred.
12. Groups reserving the meeting room in advance must consist of at least five individuals. Maximum attendance is limited to 45 people per room.
13. Meeting rooms may be booked up to one year in advance. The maximum length of multiple- booking agreements may vary from six months to one year, depending on MPHD planning needs as determined by the Director of Health.
14. Requests for use of Lentz meeting rooms must be made by completing the Application for Use of Meeting Rooms at the Lentz Public Health Center form.
15. Should the department close for any reason, such as emergency or inclement weather, all meetings will be canceled.

**Open Centennial Meeting Room request form.**