Welcome to the IPS Training Room Reservation Portal

Which type of meeting space are you looking for?

Nashville Training Rooms
(1, 2, 3 & 4)
(Seating 35/Room Max)

Conference Room
(Seating 10/Room Max)

Breakout Rooms
(East, Middle & West)
(Seating 6/Room Max)

Cookeville Training Room
(Seating 40/Room Max)

To bypass facility info and go straight to the reservation portal, click Here.
Food, Beverage and Other Services:

- **Food and Beverage Service** (Internal)
  - Snack Service (Crackers, Chips, Nuts, etc.) - $3/per person
  - Drink Service (Coffee, Hot Tea, Soda or Bottled Water) - $3/per person
  - Beverage Container with filtered ice-water – No charge

- External Catering is responsibility of Guest. Please click [HERE](https://bit.ly/193_Polk) for a list of caterers we recommend.

  (There is a break area where food and beverages are served.)

- **Signage**
  The building is equipped with directional signage. Additional signage can be added upon request.

- **Parking** (from Hackworth: Click [HERE](https://bit.ly/193_Polk) to see street view.)
  - We are located between Fesslers Lane and Nolensville Pike. Polk Center does not have an entrance on Polk Avenue.
  - **Address:** 193 Polk Avenue, Nashville, TN 37210 – Suite D (2nd Floor)
  - Turn onto Hackworth – the building is on the right and is home to several other occupants as well.
  - The main entrance is directly across from Suburban Propane.
  - Please park in the lot with the wrought iron gate and the sign that says UT Institute for Public Service Parking. Look for a gray awning with the orange UT wingnut logo on it.
  - The entrance to the IPS Training Facility is on the 2nd floor which can be accessed through the elevator through those double-glass doors.

Continue for specific room details.
Nashville – Anteroom/Entrance
Breakout Rooms: East, Middle & West
(Room integrated Controls)

ROOM:
• Location: IPS Training Facility
• Room: Breakout Room East, Middle or West
• Seating Capacity: 6-8
• Table(s): Adjustable Table(s) (2)
• Chairs: 6
• Set-up: Boardroom
• Lighting: LED Ceiling Lights

PRESENTATION TOOLS:
• TV/Monitor
• Built-in A/V
• Internet Connection HDMI or WIFI
• USB Combo Camera & Mic (Motion-Camera)
• White Board
• Easel with Flip Charts (upon request)
Conference Room
Boardroom-style Room
(Room Integrated A/V Controls)

ROOM:
• Location: IPS Training Facility
• Room: Conference Room
• Seating Capacity: 10
• Table(s): Conference Table (1)
• Chairs: 10 + Benches
• Set-up: Boardroom
• Lighting: Fluorescent Ceiling Lights
• Blackout curtains

PRESENTATION TOOLS:
• TV/Monitor
• Zoom Room
• Built-in A/V
• Internet Connection via HDMI or WIFI
• USB Combo Camera & Mic
• White Board
• Easel with Flip Charts (upon request)

Please click Here to access reservation portal.
Training Room(s) 1 & 2
(Separate or Combined)
Classroom-style Room
(Room Integrated A/V Controls)

ROOM:
- Location: CIS Offices
- Room: TR1
- Seating Capacity: 70 (35 each)
- Table(s): Classroom-style (18 each)
- Chairs: Classroom-style
- Set-up: Classroom
- Lighting: LED

PRESENTATION TOOLS:
- Built-in Projector, Screen, Speakers, Cameras & Mics
- Zoom Rooms
- Touch-screen Controls on iPort Panels
- WIFI and/or HDMI Connections
- 2-Camera System per room
- Projector and Presentation Smart Board Monitors
- Wall-Mounted White Boards
- Easel with Flip Charts (upon request)
(Also available: Podium, Hand-held or Lavalier Mics)

Please click [Here](#) to access reservation portal.
Training Room(s) 3 & 4
(Separate or Combined)
Exercise/Work-style Room or Student Desks
(Room Integrated A/V Controls)

ROOM:
• Location: CIS Offices
• Room: TR3 & TR4
• Seating Capacity: 60
• Table(s): Classroom-style (9)
• Chairs: Classroom-style (30 chairs & 30 desks)
• Set-up: Varies
• Lighting: LED

PRESENTATION TOOLS:
• Built-in Projector, Screen, Speakers, Cameras & Mics
• Zoom Rooms
• Touch-screen Controls on iPort Panels
• WIFI and/or HDMI Connections
• 2-Camera System per room
• Projector and Presentation Smart Board Monitors
• Wall-Mounted White Boards
• Easel with Flip Charts (upon request)
  (Also available: Podium, Hand-held or Lavalier Mics)

Please click [Here](#) to access reservation portal.
Universal Beverage Station
(Café/Break/Multi-Use Room Seats 24)
Cookeville
(Room Integrated A/V Controls)

ROOM:
• Location: CIS Offices
• Room: 1
• Seating Capacity: 40
• Table(s): Classroom-style (18)
• Chairs: Classroom-style
• Set-up: Classroom
• Lighting: LED

PRESENTATION TOOLS:
• Built-in Projector, Screen, Speakers, Cameras & Mics
• Touch-screen Controls on iPort Panels
• WIFI and/or HDMI Connections
• 2-Camera System per room
• Projector and Presentation Monitors
• White Boards
• Easel with Flip Charts (upon request)
(Also available: Podium, Hand-held or Lavalier Mics)

Please click Here to access reservation portal.