



INSTITUTE  
*for* PUBLIC  
SERVICE



## IPS Training Rooms and Reservations

»» Bypass facility info and go straight to the [reservation portal](#).

## We offer training room rentals in Nashville and Cookeville.

### Nashville Overview

- Choice of four rooms
- 35-person max per room
- 10-person conference room
- Three six-person breakout rooms



### Cookeville Overview

- One room
- 40-person maximum
- Private kitchen and bathroom
- Ample free parking





# Nashville Rental Details

## Food & Beverage Service

Our facilities feature a break room where food and beverages can be served

### External Catering

- Responsibility of guest
- List of [recommended catering services](#)
- Map of [nearby restaurants](#)

## Signage

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

## Parking

We are located between Fesslers Lane and Nolensville Pike. Polk Center does not have an entrance on Polk Avenue.

Address: [193 Polk Avenue, Suite D, Nashville, TN 37210](#) (2nd Floor)

Parking from Hackworth ([see street view](#)):

- Turn onto Hackworth. The building is on the right and is home to several other occupants.
- 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 logo on it.
- The entrance is on the second floor, which can be accessed via the elevator through the double glass doors.

 [\*\*\*Get a virtual tour of the Nashville facility\*\*\*](#)

 [\*\*\*Reservation portal\*\*\*](#)



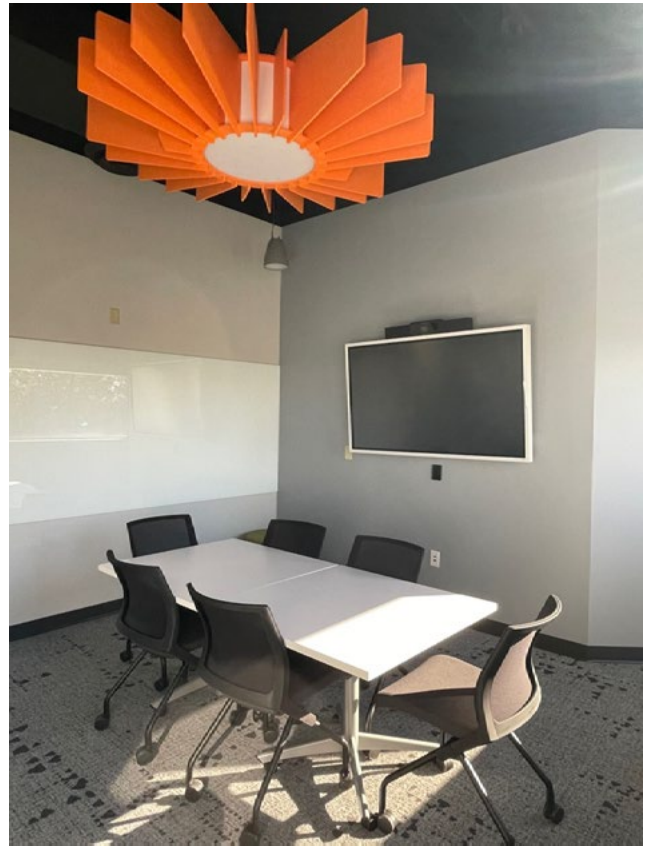
## Breakout Rooms: East, Middle & West

Each room features:

- Room-integrated controls
- Seating capacity: 6-8
- Adjustable Tables: 2
- Chairs: 6
- Boardroom setup
- 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

- Room-integrated AV controls
- Seating capacity: 10
- Conference Table: 1
- Chairs: 10 (plus benches)
- Boardroom setup
- Lighting: LED ceiling lights
- Blackout curtains

### PRESENTATION TOOLS

- TV/monitor
- Zoom room
- Built-in A/V
- Internet connection: HDMI or WIFI
- USB combo camera & mic
- White board
- Easel with flip charts (upon request)





## Training Rooms 1 & 2

- Rooms TR1 & TR2, located in CIS offices
- Rooms can be separated or combined
- Room-integrated AV controls
- Seating capacity: 35 per room (70 total)
- Tables: 18 per room
- Chairs: classroom style
- Classroom setup
- Lighting: LED ceiling lights

### PRESENTATION TOOLS

- Built-in projector, screen, speakers, cameras & mics
- Zoom rooms
- Touch screen controls on iPort panels
- WIFI and/or HDMI connections
- Two-camera system per room
- Projector and presentation smart board monitors
- Wall-mounted white board
- Easel with flip charts (upon request)
- Podium, hand-held or lavalier mics available



## Training Rooms 3 & 4

- Rooms TR3 & TR4
- Rooms can be separated or combined
- Room-integrated AV controls
- Seating capacity: 30 per room (60 total)
- Tables: 18 per room
- Chairs: classroom style
- Classroom setup
- Lighting: LED ceiling lights

### PRESENTATION TOOLS

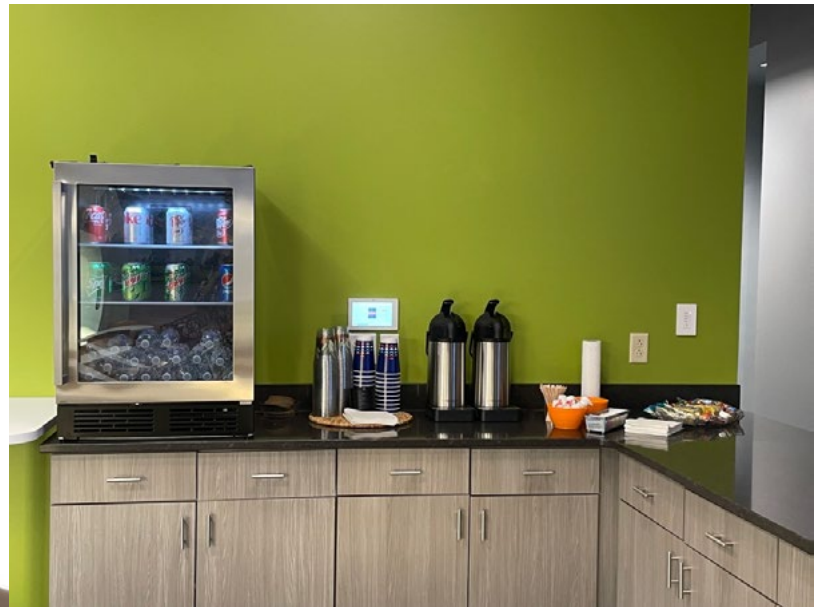
- Built-in projector, screen, speakers, cameras & mics
- Zoom rooms
- Touch screen controls on iPort panels
- WIFI and/or HDMI connections
- Two-camera system per room
- Projector and presentation smart board monitors
- Wall-mounted white board
- Easel with flip charts (upon request)
- Podium, hand-held or lavalier mics available





## Break Room

- Universal beverage station
- Seating capacity: 24





# Cookeville Rental Details

## MEETING SPACE

- Single room
- Room-integrated AV controls
- Seating capacity: 40
- Tables: 18, classroom style
- Chairs: classroom style
- Classroom setup
- Lighting: LED ceiling lights

## PRESENTATION TOOLS

- Built-in projector, screen, speakers, cameras & mics
- Touch screen controls on iPort panels
- WIFI and/or HDMI connections
- Two-camera system per room
- Projector and presentation monitors
- White board
- Easel with flip charts (upon request)
- Podium, hand-held or lavalier mics available

## ADDITIONAL DETAILS:

- Ample free parking
- Private kitchen and restroom

 [Reservation portal](#)

