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