

Community Room Policies

The MTBJ Community Room welcomes use of its meeting room for activities of a civic or educational nature and for use by non-profit and community service organizations.

The Community Room is not available for private social purposes such as birthday parties, wedding or anniversary receptions, community holiday parties or religious ceremonies or services.

Reservations

Applications for the use of the meeting room should be picked up from the front desk and returned to Tina Faulkner or Vanessa Purdom.

Fees

Regular Business Hours (8AM-5PM)

½ day (4 hours)= \$125.00

Full day (up to 8 hours) = \$ 200.00

After 5:00PM & Weekends

Rental fee plus \$25 for each hour after 5:00*

**A employee of MTBJ must be present in the building after hours & weekends. After hours or weekend fees may be waived if a MTBJ physician is present for the event*

\$50.00 REFUNDABLE Cleaning Deposit*

**Failure to clean up after the meeting and not leaving the room in the same condition found will result in the loss of your deposit.*

Fees must be paid BEFORE community meeting room is used.

Fees for the MTBJ community room are NON-REFUNDABLE.

Community Room Regulations

Each organization requesting use of the meeting room must observe the following regulations:

1. Refreshments /beverages (excluding alcoholic beverages) may be served , but organizations are required to provide all paper products, cups, utensils, coffee supplies, etc.
2. Any organization or group requesting use of the room will be responsible for setting up the room according to its own needs.
3. The organization using the room must restore the furniture and the room after their event to the order in which it was found.
4. An employee of MTBJ must be present in the building during after hours/weekend use of the meeting room.
5. Smoking is not permitted on the campus of the Medical Plaza at Creekside Place.
6. MTBJ reserves the right to make cancellations due to clinic needs, unforeseen events or emergency conditions .
7. MTBJ does not assume any responsibility for the security of personal items.
8. Events and programs shall be conducted in a manner that does not interfere with normal MTBJ operations.
9. Use of nails, screws, tape , staples, etc. on walls is prohibited.



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