

General Policies
Thompson Community Center
420 Dorothy Keister Way, Johnson City, TN 37601
Phone: 423-722-1090 and Fax: 423-722-1087
<https://tcc.milligan.edu/>

The Thompson Community Center is on the grounds of Emmanuel Christian Seminary at Milligan College, which is a **smoke-free** and **non-alcoholic** campus.

Pets are not allowed at the Thompson Community Center. *If you have a service animal*, kindly provide documentation at least one week in advance of your stay.

Parking: Free parking is adjacent to the entrance for overnight guests. Please use the provided parking decal while staying at the Thompson Community Center. There are two handicapped spaces available.

Hotel guests have priority in parking.

During events, **additional parking for non-overnight guests** is available in the gravel lot just behind the TCC, and up the hill at the main seminary lot. Contact the manager to discuss parking solutions for your event.

Room Arrangement: Furniture is to stay within the room for which it is designated and thermostats in meeting rooms should not be adjusted or altered. If you need assistance, please contact the host at the front desk.

Sales Tax: All guest rooms are subject to state and local taxes. Any non-profit organization that is sales tax exempt must provide a current Tax Exempt Form *prior to their scheduled arrival date*. If the proper forms are not provided, sales tax will be charged on all reserved rooms. **Event Rentals:** All meeting facilities are subject to rental fees as well as audio-visual equipment charges. Meeting room events must be completed by the closing time indicated on the contract. Unless advance arrangements have been made, non-overnight guests must leave the building before closing time.

Overnight Guests:

Maximum Occupancy	per regular guest room – 4 guests
	per executive suite -- 6 guests

If you anticipate hosting more than this number of guests in your room, kindly communicate with the manager before your scheduled arrival date.

If not otherwise reserved, the kitchen in the Ashworth Alumni Hall is available to use if you provide your own food and supplies. Please label any items you store in the Ashworth kitchen or refrigerator.