



George Washington Carver Museum, Cultural, and Genealogy Center Community Room Request Form

1165 Angelina Street, Austin TX 78702 | (512) 974-4926 | carvermuseumtheatercalendar@austintexas.gov

Rooms are available during museum [hours](#) only. Requests are granted on a first come first serve basis. Reservations can be made online or by emailing this form to carvermuseumtheatercalendar@austintexas.gov

GUIDELINES

1. Community rooms are designed as no cost creative spaces that meet the informational, educational and professional needs of community organizations. Groups are prohibited from using any space for commercial purposes or charging a fee to enter.

2. It is against City of Austin Policy to serve, sell or consume alcohol at the Carver Museum without a permit.

3. If groups are more than 15 minutes late in arriving for their meeting, the room is then available for any interested groups.

4. Reservations accepted up to 30 days in advance. Reservations are required.

5. Children may not be left unattended in the facility.

6. Rooms must be returned to original position and left clean. All trash must be put in the proper receptacles, surfaces (*including white board*) wiped down if necessary and equipment returned.

7. Permission to use the community rooms may be withheld from groups failing to comply with these guidelines, causing any damages, or disturbances.

8. Change or cancel a reservation, please email, or call no later than 24 hours before the scheduled use.

Room Specifications

Conference Room: 12 seats around table, white board, T.V. | **Classroom:** 25 seats around movable tables: whiteboard, flat screen tv | **Dance Studio:** Mirrored wall, flat screen tv

NAME: _____ ORGANIZATION: _____

ADDRESS: _____ CITY: _____ STATE: _____ Zip: _____

CONTACT NUMBER: _____ EMAIL ADDRESS: _____

MEETING PURPOSE:

ROOM REQUESTED: Conference Room Classroom Dance Studio

REQUESTED DATE(S): _____ EXPECTED ATTENDANCE: _____

MEETING START TIME: _____ MEETING END TIME: _____

MY SIGNATURE BELOW INDICATES THAT I AGREE TO THE FOLLOWING (*please check all boxes to consent*)

Room will not be used for commercial activity.

The meeting is Free and open to the public.

We honor all room guidelines, policies, and procedures

We will exit the space no later than five minutes before closing.

SIGNATURE: _____ DATE: _____

Office Use Only: Approved by: _____ **Date:** _____ Enter RecTrac

The City of Austin is proud to comply with the Americans with Disabilities Act. If you require assistance for participation in our programs or use of our facilities, please call (512) 974-3914