

ROOMS AVAILABLE ONLY DURING REGULAR BUSINESS HOURS:
MONDAY, TUESDAY, FRIDAY, SATURDAY: 9AM-5PM; WEDNESDAY, THURSDAY. 9AM-9PM; CLOSED SUNDAYS.

CLASSROOM #1 Includes a TV with HDMI or VGA connections, telephone, dry-erase board, and tables and chairs for 16 persons. Capacity may not exceed 20 at any time. Carpeted flooring. 352 sq/ft.

CLASSROOM #8 Includes a TV with HDMI or VGA connections, telephone, dry-erase board, and tables and chairs for 40 persons. Capacity may not exceed 40 at any time. Tiled flooring with sink available. 640 sq/ft.

GUIDELINES

Community Rooms are designed to meet general non-commercial, informational, educational, cultural, and civic needs. To be eligible to use a community room, a group or organization must be not-for-profit, the meeting must be open to the public, must not charge a fee and should include five or more individuals.

No one may solicit for money or another item of value, charge admission, collect donations, or sell, or advertise for sale any goods and services for programs in the free community rooms.

To provide an opportunity for all groups and programs to use the community rooms, a group is limited to a maximum of two reservations of four hours each or one daily reservation up to 8 hours per month.

Rooms cannot be scheduled for weekly recurring meetings and/or reserved for the same program under different organization/individual names resulting in recurring programs.

Room offered free of charge on a first come, first serve basis with reservations accepted 90 days in advance. Reservations are recommended.

Upon arrival to the AARC, the primary contact person must sign in at the front desk and provide a DL or ID card for access to the space and equipment check out. The DL or ID will be returned at check-out.

Packaged refreshments may be served in the room; for other food a Food Permit is required. Kitchen access is not available for community room use.

Please leave meeting rooms as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting and all trash removed, tables wiped, dry-erase boards cleaned, equipment returned and lights turned off and primary contact must sign-out at the front desk.

Smoking, alcoholic beverages, styrofoam, glass and open flames are not allowed.

Children may not be left unattended in the facility.

Groups will be charged for any damage to room(s), equipment or furnishings beyond reasonable wear and tear.

Permission to use the community room may be withheld from groups that have failed to comply with these guidelines or cause any damages or disturbances.

To change or cancel a reservation, please call the main line at 512-974-1700. If a group fails to show for two meetings in a row and does not call to cancel, future reservations may be denied.

NAME _____	TITLE _____
MAILING ADDRESS _____	ORGANIZATION _____
CITY _____	STATE _____ ZIP CODE _____
CELL PHONE _____	WORK PHONE _____
E-MAIL _____	WEBSITE _____

EVENT TITLE AND MEETING/ PROGRAM PURPOSE (IF EVENT TO BE MARKETED TO PUBLIC, PLEASE INCLUDE ALL RELEVANT DETAILS INCLUDING ANY ACTIVITIES, REFRESHMENTS, BACKGROUND INFORMATION, ETC.)	
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WOULD YOU LIKE THIS EVENT PUBLICIZED IN AARC MARKETING MATERIALS AND SOCIAL MEDIA?(REQUIRE AN ANSWER)	YES	NO
IS A RSVP REQUIRED? _____ IF YES, PLEASE PROVIDE RSVP LINK: _____		
ROOM REQUESTED: MEETING ROOM #1 _____ MEETING ROOM #8 _____		
REQUESTED DATE(S): _____		
ARRIVAL TIME _____ MEETING START TIME _____ MEETING END TIME _____ CLEANUP ENDS _____		
EXPECTED ATTENDANCE _____ HOW MANY ARE VISUAL & PERFORMING ARTISTS? _____		
Community rooms may not be booked outside regular operating hours. Please refer to community room guidelines for more information.		

Please submit the form to Bianca Xoyamayagua-Galvan, Event Coordinator at bianca.galvan@austintexas.gov

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

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|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> We are a not for profit organization | <input type="checkbox"/> We agree to honor meeting room guidelines |
| <input type="checkbox"/> The room will not be used for commercial activity | <input type="checkbox"/> Individually packaged refreshments may be served; for other food, a temporary food event permit is required |
| <input type="checkbox"/> Our meeting is free and open to the public | <input type="checkbox"/> Room will be cleaned and trash removed |

Signature _____ Date _____