

# DOUGHERTY ARTS CENTER COMMUNITY ROOM REQUEST FORM

1110 Barton Springs Rd, Austin, TX 78704

(512)974-4000

DACInfo@austintexas.gov

**ROOMS ARE AVAILABLE MONDAY THROUGH THURSDAY 10AM TO 10PM ON A FIRST COME FIRST SERVE BASIS**

## GUIDELINES

1. Community rooms are designed as no cost creative spaces that meet the informational, educational and professional needs of arts organizations. Groups are prohibited from using any space for commercial purposes or charging a fee to enter.
2. In order to provide equitable opportunity for space, organizations are limited to a maximum of four reservations of four hours each per month. A maximum number of reservations per organization cannot exceed 25 in a calendar year. **No exceptions.**
3. Rooms cannot be reserved for the same program under different organization/individual names, resulting in a recurring program.
4. Rooms are offered free on a first come, first serve basis with reservations accepted up to 40 days in advance. Reservations are required.
5. Children may not be left unattended in the facility.
6. Rooms must be left as they are found. 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 who have failed to comply with these guidelines or cause any damages or disturbances.
8. To change or cancel a reservation, please email [DACInfo@austintexas.gov](mailto:DACInfo@austintexas.gov) no later than 24 hours before the scheduled reservation. If a group fails to show for two meetings in a row and does not call to cancel, future reservations may be denied.
9. Community rooms cannot be used as dressing rooms.
10. It is prohibited to put any piece of furniture in the gallery/hallway adjacent to the community room entrances. You may ask people to wait in the main gallery, Artist Resource Center or hallway near the theatre.

## Room Descriptions

**W2:** White board, projector screen, wifi, tables, and chairs. Maximum capacity 25.

**W3:** Available only Thursdays 10am-10pm  
Tables, chairs, HDTV, USB ports. Maximum capacity 15

**W4:** White board, projector screen, wifi, tables and chairs. Maximum capacity 25

NAME:

ORGANIZATION:

MAILING ADDRESS:

PHONE NUMBER:

EMAIL ADDRESS:

EVENT TITLE/PROGRAM PURPOSE:

REQUESTED DATES/TIMES (MAXIMUM four reservations of four hours per month):

EXPECTED ATTENDANCE:

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

1. The Room will not be used for commercial activity.
2. We honor all room guidelines, policies and procedures.
3. There will be no fee charged for participation in our activity.  
Rooms will be cleaned and trash removed.  
We have read and understand this document.

SIGNATURE

DATE

**For Office Use Only:**



Approved by:

DATE: