Meeting Name:

Description of Event (in addition to the Meeting name)

Department requesting reservation:

Is this a City of Austin meeting?

If a City meeting, will the meeting include non-city attendees?

Meeting room requested:

Date(s) needed:

Start/End time: (set up/tear down included)

Contact name and phone number:

Back-up contact name and phone number:

Number of People

Will food be served?

 AV assistance is needed?

**If yes, please submit a helpdesk ticket. -** [**https://cityofaustin.seamlessdocs.com/f/service\_desk**](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcityofaustin.seamlessdocs.com%2Ff%2Fservice_desk&data=02%7C01%7CKory.Ellis%40austintexas.gov%7C858af09a499940e1a4a608d6607885bf%7C5c5e19f6a6ab4b45b1d0be4608a9a67f%7C0%7C0%7C636802468083064385&sdata=LFC9KJuym%2F15%2F7FIuiALB%2FqB%2F4h5X4e%2BH1VAg6bpRmQ%3D&reserved=0) **or call 512-974-4357\*\*\***

**\*City Events: Requestor is responsible for checking-out a parking device from the Security desk to validate your guests parking.  Parking validation is not provided for non-city events.**

**\*If the room requested is in a non-public area, the requestor is responsible for ensuring attendees obtain access.**

**\*Note: City Council has precedence over all reservations, tentative and standing, which may result in a meeting cancellation if the room is needed.**