

ROOMS AVAILABLE ONLY: MON, WED, FRI: 10AM-6PM; TUES, THUR*: 10AM-9PM; CLOSED SUNDAYS
**Reservations beyond 6pm TUES & THURS must be reserved 7 days in advance. Community Room 8 is not available MON - THURS before 2pm.*
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 for non-commercial, informational, educational, cultural, and civic needs. To use a community room, a group or organization must be not-for-profit, non-commercial or demonstrate a community or civic purpose.

The meeting must be open to the public, may not charge a fee and should include three or more individuals. Anyone is allowed to access the space during your meeting; it is public. At the same, no-one is allowed to disrupt recreational programming. 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 at AARC. Reservations are recommended.

Primary contact person must sign in at the front desk and provide a DL or ID card for access to the space and equipment which 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 primary contact checks out at front desk.

The room is provided as-is. Modifications to the room may be made to accommodate facility maintenance needs.

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 DESCRIPTION OF ACTIVITIES, TIME, RSVP, WEB LINKS)	
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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? _____		
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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 not for profit individuals/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"/> If we serve food, it will be Individually packaged or a temporary food event permit is required and will be obtained |
| <input type="checkbox"/> Our meeting is free and open to the public | <input type="checkbox"/> Room will be cleaned and trash removed |

Signature _____ Date _____