

COMMUNITY ROOM INFORMATION

Thank you for reserving an AARC Community Room. We are pleased to offer the use of the community rooms at no charge to Austin residents and organizations. To ensure a smooth reservation process, please review the following guidelines for use of the community rooms and return the completed request form to the AARC.

The AARC has two community rooms:

Classroom #1 – Meeting Room; *Includes a TV with HDMI or VGA connections, telephone, dry-erase board, and tables and chairs for 16 persons. Capacity may not exceed 30 at any time.*

Classroom #8 – Activities Room; *Includes a TV with HDMI or VGA connections, telephone, dry-erase board, and tables and chairs for 40 persons. Capacity may not exceed 50 at any time.*

If the requested community room is reserved during the time requested, groups may opt to rent other available space within the center for a fee.

Guidelines

- Meeting 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 three or more individuals. Solicitations, sales or money-raising is not permitted in the rooms.
- Room available only during regular business hours; Mon, Tues, Fri: 9am – 5pm, Wed, Thurs 9am - 9pm.
**The AARC is closed on Sundays.*
- 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 rooms may not be 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, however walk-ins are welcome if room is available.
- 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.
- All trash resulting from the serving of refreshments must be removed by the organization and room cleaned.
- 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 under the age of 10 may not be left unattended in the Library/Facility while parents attend meetings.
- 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.
- Occasionally, programs of the AARC and City of Austin may need meeting rooms on short notice. These programs take precedent over all other scheduled meetings. Should this conflict with your reservation, the AARC staff may relocate your meeting to another room or make every attempt to contact you in advance, explain the situation and discuss a resolution.

Cancellations

- 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.

COMMUNITY ROOM REQUEST

For reservation consideration, please complete and return the attached community room form to the AARC by email, mail, or in person. Once your request is received, AARC staff will review the form to determine date availability and if the center can accommodate the meeting/program. **AARC staff will make contact by phone or email to confirm the reservation.**

I. CONTACT INFORMATION

Name:		Title:	
Mailing Address		Organization:	
City:	State:	Zip Code:	
Telephone:	E-mail:		
Cellphone:	Website:		
Nature of Organization:	<input type="checkbox"/> Cultural Organization	<input type="checkbox"/> Community Group	<input type="checkbox"/> Commercial/For-profit
	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Other (please specify)	

II. MEETING AND SCHEDULING INFORMATION

Purpose of Meeting/Program:

Does this meeting or program charge a fee and/or is for a commercial use? Yes No

Requested Date:	Expected Attendance:
Arrive at Facility:	Meeting Start Time:
Meeting End Time:	Clean-up Ends:

Equipment Requested:

Community Room Requested:	<input type="checkbox"/> Meeting Room #1 – Meeting room
	<input type="checkbox"/> Meeting Room #8 – Activities Room

IV. SUBMISSION

Please submit the Community Room Request via:	E-mail (Preferred): bianca.galvan@austintexas.gov
For cancellations, contact the Main Line at (512) 974-1700	Mail or In Person: Asian American Resource Center 8401 Cameron Road Austin, Texas 78754

By my signature below, I represent that I have reviewed all community room guidelines and I agree to follow them.

Signature:	Title:	Submission Date:
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Thank you for your interest in a Community Room at the AARC. For any additional questions or concerns, please contact the center via e-mail at aarc@austintexas.gov or by phone at (512) 974-1700.

Notes: (FOR OFFICE USE ONLY)