

African American Cultural & Heritage Facility

Facility Rental User Guide

912 East 11th Street, Austin Texas 78702

[African American Cultural and Heritage Facility | AustinTexas.gov](https://www.austintexas.gov/department/african-american-cultural-heritage-facility)



FACILITY RENTAL FEES (Effective 2.28.2026)
FY 2026 - 2027 Office of Arts, Culture, Music & Entertainment Fee Schedule

African American Cultural & Heritage Facility Application of Fees

Hourly Rates and Fees are rounded up to the hour.

Staff and Utility Fees: Staff and utilities are charged for rentals outside of AACHF business hours and all weekend rentals (or during business hours when deemed necessary based on staffing needs for event size, support, safety and other considerations).

Cancellation Policy: Events cancelled more than 30 days before event date, will receive a full refund and are cancelled without penalty. Events cancelled less than 30 days before event date, are responsible for hourly rental rate. Deposit, staff and utility, & equipment charges are refunded or applied to any unpaid rental rate balance.

Rental Spaces	Rental Fee	Notes
Creativity Studio - Deposit Required	\$59.00 (4-hour block)	Creativity Studio is rented in minimum 4-hr block for performances.
Back Yard Lawn - Deposit Required	\$100.00 (4-hour block)	Back Yard Lawn is rented in minimum 4-hr block for performances.
Security/Use Fee Deposits	\$100.00	Deposits are refundable, pending additional fees during performance run.
Additional Fees	Fee	Notes
Staff	\$60 per hour (per staff)	
Utilities	\$15 per hour	Utilities charged hourly during any rehearsal or reservation when lighting and sound systems are in use.
Event Overtime Fee	Per hour rental fee + Per hour staff and utilities	Overtime penalty fee for how long the event occurs outside the contracted time frame. If the event runs over the contracted time, the client will also be subject to the per-hour rental rate for each rented room, plus this penalty fee.
Damage Fees	Varies	If non-routine cleaning is required or damage occurs during the event, damage and cleanup expenses will be assessed and charged to the client.

Rental Spaces and Specifications

Rental Space	Square Feet	Features/Capacity* <i>Capacities vary depending on setup requirements such as space for audio-visual equipment, food service tables, head tables, stages, and other equipment.</i>
<p>Creativity Studio</p> 	594	<p>The Creativity Studio is a vibrant event space that pulses with inspiration and innovation. This versatile venue seamlessly transforms into accommodating a myriad of activities, from intimate workshops and brainstorming sessions to dynamic art exhibitions and community gatherings. Its open layout invites creativity to flow freely, making it an ideal backdrop for artists, entrepreneurs, and educators alike. During the day, natural light floods in through large windows, creating a warm atmosphere for creative classes and collaborative meetings. As the sun sets, the space shifts to host lively networking events and immersive performances, becoming a hub where ideas ignite and connections flourish. Whether you're looking to host a pop-up gallery, a team-building retreat, or a cozy book reading, the Creativity Studio is the canvas where your visions come to life.</p> <p>Capacity: 59 – 38 seated</p>
<p>Back Yard</p> 	10,000	<p>This versatile and expansive 10,000 square foot backyard event space is a hidden gem that offers limitless possibilities for gatherings of all kinds. This open area invites guests to immerse themselves in nature while enjoying a variety of activities. Ideal for outdoor Makers Marts, the space provides plenty of space. During the warmer months, it transforms into a lively venue for summer festivals, picnics, and family reunions, with ample room for games, food stalls, and entertainment. As the sun sets, it becomes an enchanting atmosphere for evening soirées and movie nights. Whether hosting a corporate retreat, a birthday bash, or a community fundraiser, this versatile backyard serves as a canvas for unforgettable experiences, where memories are made and connections are fostered.</p> <p>Capacity: 1000 open</p>

The facility has a variety of equipment and amenities available to assist with a successful event and staff committed to the success of your event. Clients are welcome to bring in additional rentals, decorations, catering and other items. A list of local vendors is available by request.

Facility Guidelines

Process

Potential Renter should complete the Facility Rental Application to begin the process. The Facility will review the Rental Request and notify Renter of availability and ability to accommodate the request. Upon approval, the Renter is required to sign the Facility Reservation Agreement and pay all applicable reservation deposits (converts to a damage and cleanup deposit).

Reservations are held up to 14 calendar days from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation agreement are on file. If a signed contract and deposit are not on file by the 14th day, the date held will be removed.

Reservation Holds

Reservation date holds are held up to 14 calendar days from the date the rental application is submitted and are not considered confirmed until payment of the deposit and the signed reservation agreement are on file. If another party is interested in a tentative date, the current holder will have until the 14-day hold expires or 3 full business days from contact to submit the deposit and signed agreement (the earlier of the two dates will prevail); otherwise, the tentative hold will be released on the fourth business day.

Billing and Payment

Full payment for rental fees is due 30 days prior to the event. Rental fees for events booked less than 30 days prior to the event date are due with the deposit and reservation agreement. Payments may be made with cash, check, money order, or check payable to COA AFRICAN AMERICAN CULTURAL AND HERITAGE FACILITY. Cash payments must be made in person.

There is a \$35 cash fee on all returned checks.

Deposits/Date Confirmation

Upon approval of the Facility Rental Application and selected event, the reservation deposit must be paid and the Facility Reservation Agreement signed. The reservation deposit converts to a damage and cleanup deposit.

Cancellations

Cancellation 30 days or more prior to rental date will be refunded 100% of all paid rental, staff and utilities and deposit fees. Cancellation less than 30 days prior to the event date will be assessed the full rental fee and only deposit and staff and utilities fees will be refunded after applying to any rental fees. All cancellations must be in writing.

Deposit Refunds

Deposits will be returned upon final inspection of the spaces used. If areas used are restored to original condition, clean and without damage, and the Renter does not use the facility beyond the hours agreed to in the reservation agreement, the deposit will be returned in full. Refunds of credit card payments can take 10-15 business days, while checks and cash can take 4-6 weeks for return.

New Reservations and Changes to Existing Reservations

Requests for new reservations and rental time changes to existing reservations must be received two weeks before the event. With less than two weeks' notice, a reservation and/or change cannot be guaranteed.

What types of events can the African American Cultural and Heritage Facility (AACHF) be rented for?

The Creativity Studio and Back Yard Space is available for Programs, Dance practices, small markets and Community meetings/workshops.

City practices do not allow for external agencies to hold news/press/media conferences at City facilities. Please inquire with the Rental Coordinator for more information.

Reservation Hours

Renter is only allowed into the theater during the hours that have been reserved for them. Renter's use of the Facility does not limit the ability of the City to allow use of the Facility by others during the term of the reservation, provided such use does not interfere with the Event. The Facility at all times is under the sole charge and control of the city. All participating personnel, cast and staff are required to sign in when they arrive at the facility.

Policy on Availability

The African American Cultural and Heritage Facility is dedicated to providing public events and programming during its designated season, therefore the facility may not be available for rent on requested dates. The Rental Coordinator will work with organizations and individuals to find a suitable date.

The African American Cultural and Heritage Facility is a public facility located 912 East 11th Street; therefore, no Renter shall have exclusive rights to the surrounding outside area. However, only the rental organization and City staff will have access to the stage, dressing rooms and backstage facilities.

Rental space becomes available after the annual scheduling of City sponsored events and partnerships.

Holiday Rentals/Facility Closures

All ACME facilities will be closed and are unavailable for rent on the following holidays:

New Year's Eve Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
President's Day	Thanksgiving Friday
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	
Labor Day	

What are the rental fees for spaces at the facility?

All fees are assessed in accordance with the current City of Austin Fee Schedule.

Collaborations

City facilities determine programming priorities based on public input. City programs also take into consideration their mission, values and audience. Once the African American Cultural and Heritage Facility has determined how it will meet community needs through programming, it may meet with a community group or individual who may suggest a program component that is relevant to the programming priorities.

Co-Sponsorships

Community events may be eligible for co-sponsorships if they are consistent with the site's mission, provide a valuable public benefit beyond the intrinsic value of the program, and are open to the public.

Co-sponsorship events require a customized agreement between the City of Austin and the community group which varies according to the size of the event. The agreement will outline the "value for value" relationship between what the community group is going to provide and what the City will provide for the event.

Large-scaled events (over 1000 attendees expected) are handled by the Special Events Office and must meet the requirements of the Special Events Ordinance.

Co-sponsorships applications are initiated by the Division Manager and reviewed and approved by the Division Director and Assistant City Manager.

Fee Waivers

Citizens may directly request fee waivers from City Council. The City Council may elect to waive all or a portion of the rental fees. Waivers must be completed and sent to the Theater & Events Coordinator prior to the 30-day full payment deadline.

Responsible Party/Minors

The company/organization or person booking the facility is considered the event organizer and responsible person financially and contractually for the event. Violation or disregard for facility rules and policies may result in the following: ineligibility to make future reservations, removal, fine, arrest, legal action, cancellation of reservation and/or forfeiture of all fees and deposits. The party/ contract holder responsible must be on site at all times during a rental.

Minors under the age of 18 must remain under the direct supervision of adults or a person age 18 and over at all times. Minors may not be left unsupervised in the facility while parents or guardians attend meetings/events.

Subleasing

At no time shall a user sublease or assign its reservation to another individual, group or organization.

Insurance Requirements

Insurance naming the City of Austin as additional insured is required for all public events. Additional insurance is required for events seeking to serve alcohol, or as required by the Facility Reservation Agreement. All rentals requiring insurance are due on file 10 business days in advance of rental.

Permits

Some rental activities require a permit to operate, including but not limited to such things as meal catering and food concessions for public events, and amplified sound. Obtaining the permits is the sole responsibility of the Renter and is at the Renter's expense. All rentals requiring permits are due on file 14 business days in advance of rental. Please allow ample time to apply for and receive permits prior to the event date.

Sale and Service of Alcohol

A request to sell or serve alcohol to the public at the facility will an Austin Center for Events citywide event application, general and liquor liability insurance, a licensed peace officer, Austin Public health permit for the bar, and the condition that the Renter understands and accepts the ACME policies. Events that sell alcohol also require a TABC permit and State of Texas Sales/Tax ID. All TABC laws must be followed while on site and no person under the age of 21 can be served alcohol under any circumstance.

Smoking/Tobacco Use

Renter understands that City Code prohibits smoking in both the outdoor and indoor portions of the African American Cultural and Heritage Facility. Renter shall enforce the City's ban on smoking in the outdoor and indoor portions of the Facility during the event.

Additional Prohibited materials/activities:

- Rides such as moonwalks, rock-climbing walls, waterslides, miniature trains, and the like
- Adult-oriented companies, products, entertainment, or organizations in any manner
- Styrofoam (polystyrene) containers, decorations, or displays
- Glass containers (for concessions)
- Pyrotechnics, flame effects, and fireworks

Equipment

City equipment is made available as is and Renter shall bear the risks in using the equipment provided. Damage to any City of Austin equipment shall be paid in full by the Renter. Sound equipment, including speakers, microphones and sound mixers, are not available on site and is the sole responsibility of the Renter to provide.

All lighting equipment is available in limited quantities and any additional items beyond what the facility can provide may be rented from an outside rental company at the Renter's expense. Renter will have access to scaffolding and the appropriate safety harnesses and equipment after they have received the safety instructions/training from City staff.

Storage

The facility will not accept any freight, packages or other delivered items on behalf of the Renter. Renter may not store personal property on site before their scheduled load in day. The City is not responsible for any missing or stolen property left on site during non-reservation hours.

Renters must receive permission to leave any personal belongings after a reservation is over. Personal property left on site for more than 3 days after the end of a reservation without an approval will be discarded.

Production Staff/Crew

It is the Renter's responsibility to provide their own production staff and crew. The City does not provide technical or production personnel. All technical personnel must be experienced in their field of expertise. Renter is required to attend at least one technical walkthrough/tour with staff no later than 2 weeks prior to load in.

Renter is responsible for all parties hired by or associated with their reservation to assure their adherence to these guidelines as well as all City, State and Federal rules and regulations.

Restrooms

Renters are responsible for restoring the restroom and lobby area back to how it was found. This includes wiping down surfaces, removing debris and trash from site, and sweeping the restroom floors and mopping up any spills.

The City may require the renting organization to provide portable toilets and handwashing stations on site during the event.

Disposal of Garbage and Recycling

AACHF provides four extra-large 96 Gallon Trash containers and three 96-Gallon recycling containers at the AACHF. In some cases, AACHF may require a renter to rent additional on-site dumpsters for an event. Renter is also responsible for the expense for excess amounts of trash left when additional trash pickups are required.

The City of Austin and AACHF support Austin's Zero Waste goal. Recycling bins are conveniently located throughout the facility. Recyclable materials include paper, flattened cardboard, empty plastic bottles, containers & aluminum cans, and glass. Food waste, plastic bags and foam cups & containers should be placed in the trash. Styrofoam products are prohibited at all times.

If you would like to promote recycling and reduce waste at your event, please discuss a recycling plan with the Event Coordinator.

Event Staff

The Office of Arts, Culture, Music & Entertainment requires staff to be on site at all times to monitor, inspect and secure the facility. During events, AACHF staff will be available to open and close the facility, work closely with the primary event contact to answer questions and provide assistance, setup and troubleshoot AACHF A/V equipment, ensure that the event ends as scheduled on the rental contract and that facility is clean and ready for the next scheduled use and emergency assistance. They are not available to volunteer at or staff events, serve as in-room A/V technicians for rental events, assist with renter setup, cleanup and takedown and/or supervise minors.

Facility Alterations/Decorations/Prohibited Items

Renters are not allowed to use any decorations, nails, signage or make any other changes that would cause any changes, alterations, or repairs to the interior or the exterior of the facility without advance approval from the AACHF staff. No items may be attached or hung from exhibits, ceilings, walls, glass or building structure with tape, adhesives, wire, staples, tacks, glue and other similar items. Items may only be attached to open areas of the walls with painter's tape.

Mounting putty or painters' tape are the only approved methods to affix decorations to open wall space. The following décor items are prohibited: glitter, confetti, cascarones, rose petals, rice, birdseed, fog machines, sparklers and open flames. LED candles are permitted.

Community Exhibit Program

The AACHF's Community Art Exhibit Program displays artworks year-round that celebrate the diverse and dynamic cultural heritage, history, identity and creativity of African Americans and the African Diaspora. Exhibits may not be removed for rental events, handled and no items should be attached to exhibits at any time. Care should be exercised for community exhibits items.

Smoking/Tobacco

The African American Cultural and Heritage Facility (AACHF) is a tobacco-free facility of the Office of Arts, Culture, & Entertainment (ACME) based on the Director's approved tobacco-free policy restricting tobacco use at any time on AACHF property, including personal vehicles parked in AACHF parking lots. All facility renters are required to enforce the tobacco-free campus policy to program participants and event and meeting attendees during all terms of the contract. Per the tobacco-free policy, tobacco use is defined as use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, electronic cigarettes and any non-FDA approved nicotine delivery device.

Animals

With the exception of guide animals, animals are prohibited inside the facility. Leashed animals are permitted outside.

Parking

The parking lot can accommodate 9 vehicles (including ADA and fuel-efficient spaces), and spots are available on a first-come, first-serve basis. Additional overflow parking is available next door at the vacant lot. Overflow parking signs are available for use. Parking is not allowed in the loading area except during load-in and load-out and no parking is allowed at any time in the fire lanes, grass area, AACHF reserved spaces, or adjacent parking lots without prior written authorization. Renter is responsible for the enforcement of fire lanes and "no parking" zones during their event. For large events, the renter should coordinate a parking plan with the Event Coordinator.

Accessibility

The City of Austin is proud to comply with the Americans with Disability Act. While we make every effort to ensure accessibility of our facilities, should you require additional assistance for facility usage, reasonable accommodations will be provided for qualified persons with disabilities.

The Renter is responsible for non-permanent accessibility requirements related to the rental event, such as, but not limited to assistive listening devices, sign language interpreters, signage and other auxiliary aids.

Safety and Emergency Procedures

The AACHF is equipped with closed circuit television camera mounted in various locations inside and outside. First Aid Kits are available at the reception desk and in the kitchen. An AED is located by the restroom water fountain with a First Aid Kit. In the event of an emergency, the renter or any person on site may dial 911 from a phone or notify AACHF staff on site. All on-site incidents and participant injuries must be reported to AACHF staff for assistance and documentation. Incidents are defined as damage to property, inappropriate behavior, health or safety concerns and participant injuries are defined as requiring 1st aid, professional medical care and/or when 911 is called.

Evacuation is required any time an audible fire alarm sounds. A general fire alarm can be heard throughout the facility using sirens and strobes. No one should re-enter the building until all clearing has been communicated by the AACHF staff.

Lost and Found

All items of value found (will be turned into the AACHF Reception Office and logged in for tracking purposes. Items of value will be kept for 30 days. All other lost and found items will be held for 7 calendar days before disposal. Perishables or items which pose health risk items will be disposed immediately.

Event Information/Marketing

AACHF staff will provide a calendar of events at the facility to the community. An event information sheet will be provided at the time of the reservation for any rental events which are open to the public. This information may be used in the AACHF calendar of events and/or Facebook page. Use of the AACHF, Office of Arts, Culture, Music & Entertainment and City of Austin logo is not allowed for rental events unless the event is a co-sponsorship or collaboration.

Feedback

We value our Renter's opinion and are committed to providing quality experience at AACHF. An online facility rental survey will be provided immediately following your event which may be returned to the Event Coordinator. We also collect performance measure data and may request the number of attendees, number of creatives/artists participating in your event and number of out-of-town guests.

Exiting the Facility

At the conclusion of the event, the event staff will provide the renter primary contact a rental cleanup checklist form for cleanup at the end of the event and conduct a joint inspection of the space. The event staff will submit a report to the event coordinator which will include the rental inspection checklist; any documented damages, if all equipment was returned, the actual arrival and departure time and if there were any violations of the signed and approved rental contract. This report will help determine the amount of the deposit to be refunded.

Personal Conduct

At all times the Renter and all associated with the rental organizations are required to conduct themselves in a way that respects everyone's personal space and dignity and is mindful of the numerous other members of the public using the facility. The following types of behavior will not be tolerated:

- Verbal/Physical aggression toward anyone, including employees.
- Behavior or productions that promote or glorify hatred, violence, racial, sexual or religious intolerance.
- Blatant non-compliance of directives given by any COA employee in the interest of public safety.

The above listed behavior will not be tolerated and will result in the immediate termination of the reservation. The Renter is responsible for all parties hired by or associated with their reservation to assure their adherence to these guidelines as well as all City, State and Federal rules and regulations.

By signing this document, you are acknowledging that you, the Renter or Renter Representative, had read and understand each of these policies, and that failure to comply with these policies can result in the termination of your reservation agreement.

Print Name

Title

Signature

RENTAL APPLICATION

PLEASE COMPLETE AND RETURN A COMPLETED FACILITY RENTAL APPLICATION BY EMAIL, MAIL, OR IN PERSON. ONCE YOUR REQUEST IS RECEIVED, STAFF WILL REVIEW THE FORM TO DETERMINE DATE AVAILABILITY AND IF THE CENTER CAN ACCOMMODATE THE EVENT. PLEASE NOTE: THIS APPLICATION SERVES AS A REQUEST FOR RENTAL SPACE ONLY. INFORMATION PROVIDED DOES NOT SECURE A RENTAL FOR ANY SPACE.

CONTACT INFORMATION (OF FUTURE CONTRACT HOLDER)

FIRST NAME: _____ LAST NAME: _____ TITLE: _____

ORGANIZATION NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL: _____ WEBSITE: _____

EVENT INFORMATION AND SCHEDULING

EVENT NAME: _____

EVENT TYPE: PERFORMANCE (THEATER, MUSIC, DANCE): REHEARSAL: BANQUET/RECEPTION:

FESTIVAL:

MEETING/TRAINING/WORKSHOP: OTHER: _____

EVENT SPACE (SELECT ALL THAT APPLY):

BALLROOM: FOYER: CONFERENCE ROOM: SMALL MEETING ROOMS:

KITCHEN: DRESSING ROOM: OUTDOOR SPACE LAWN: HOW MANY?
(UP TO 5 ROOMS AVAILABLE)

DATES AND TIME:

SINGLE DAY EVENT: MULTI-DAY EVENT:

EVENT DATE: _____ ARRIVAL TIME: _____ EVENT START: _____ EVENT END: _____ CLEANUP END: _____

EVENT DATE: _____ ARRIVAL TIME: _____ EVENT START: _____ EVENT END: _____ CLEANUP END: _____

EVENT DATE: _____ ARRIVAL TIME: _____ EVENT START: _____ EVENT END: _____ CLEANUP END: _____

EVENT DESCRIPTION: (BRIEFLY DESCRIBE THE EVENT PURPOSE AND ACTIVITIES)

EVENT DETAILS

IS THE EVENT OPEN TO THE PUBLIC? YES: NO: ADMISSION TYPE: FREE: ENTRY FEE:

EVENT IS CONSIDERED OPEN TO THE PUBLIC IF IT IS MARKETED OR PROMOTED TO THE GENERAL PUBLIC AND ANYONE CAN ATTEND FOR FREE OR WITH A TICKET

AUDIENCE: ADULT: YOUTH: ALL AGES:

EXPECTED EVENT ATTENDANCE:

WILL THERE BE OUT OF TOWN VISITORS? YES: NO:

VISUAL/PERFORMING ARTISTS? Yes: NO:

NUMBER OF EVENT TEAM: (PERFORMERS,
VOLUNTEERS, CREW, ETC.)

PLEASE CHECK ALL THAT APPLY:

SERVING FOOD/SELLING FOOD:

SERVING ALCOHOL:

TENTS/CANOPIES:

MOONWALK/ROCKWALL:

AMPLIFIED OUTDOOR SOUND:

CATERER:

A REQUEST TO SELL OR SERVE ALCOHOL TO THE PUBLIC AT THE FACILITY WILL REQUIRE AN AUSTIN CENTER FOR EVENTS CITYWIDE EVENT APPLICATION, GENERAL AND LIQUOR LIABILITY INSURANCE, A LICENSED PEACE OFFICER, AUSTIN PUBLIC HEALTH PERMIT FOR THE BAR, AND THE CONDITION THAT THE RENTER UNDERSTANDS AND ACCEPTS THE ACME POLICIES. EVENTS THAT SELL ALCOHOL ALSO REQUIRE A TABC PERMIT AND STATE OF TEXAS SALES/TAX ID. ALL TABC LAWS MUST BE FOLLOWED WHILE ON SITE AND NO PERSON UNDER THE AGE OF 21 CAN BE SERVED ALCOHOL UNDER ANY CIRCUMSTANCE. BYOB EVENTS ARE PROHIBITED. VIEW THE ACME [ALCOHOL SERVICE OR SALES PERMITTING PROCESS STEPS](#).

AUDIO/VISUAL EQUIPMENT AND TECHNICAL REQUIREMENTS

VIEW THE [EQUIPMENT LIST](#) FOR ALL AVAILABLE FACILITY EQUIPMENT.

NOT ALL EQUIPMENT IS AVAILABLE FOR EACH AREA REQUESTED AND INVENTORY MAY BE REDUCED FOR MULTIPLE EVENTS. SOME RESTRICTIONS APPLY FOR USE.

RENTALS AND PARTNERS SHOULD PROVIDE THEIR OWN TECHNICIANS TO SET AND OPERATE THEIR EVENT. RENTERS MUST PROVIDE ANY REQUIRED INSURANCE.

DESCRIBE THE AV/LIGHTING/TECHNICAL REQUIREMENTS OR REQUESTS:

LIGHTING TECH NAME:

LIGHTING TECH EMAIL:

LIGHTING TECH PHONE:

AUDIO TECH NAME:

AUDIO TECH EMAIL:

AUDIO TECH PHONE:

SUBMISSION

WOULD YOU LIKE A PRE-RENTAL TOUR OF THE FACILITY? YES: NO:

WOULD YOU LIKE A TECHNICAL WALK-THROUGH THE FACILITY? YES: NO:

EMAIL (PREFERRED)

OR

DROP OFF/MAIL

AACHF@AUSTINTEXAS.GOV

912 11th Street | AUSTIN, TEXAS 78702

SIGNATURE: _____

DATE: _____

THANK YOU FOR YOUR INTEREST IN FACILITY RENTALS AT THE AFRICAN AMERICAN CULTURAL AND HERITAGE FACILITY FOR ANY ADDITIONAL QUESTIONS OR CONCERNS PLEASE CONTACT THE CENTER VIA E-MAIL AT AACHF@AUSTINTEXAS.GOV OR BY PHONE AT 512.974.2445

NOTES (FOR OFFICE USE ONLY)

APPLICATION PROCESSED BY:

FEE ASSESSMENT E-MAILED TO: RENTER SIGNED CONTRACT: ADDITIONAL COMMENTS:

RENTAL APPLICATION

TWO-WEEK HOLD PLACED ON OUTLOOK: CALENDAR CONTRACT E-MAILED TO RENTER: DEPOSIT PAID:

DATE: _____

DATE: _____