

GUIDELINES

The Chapel's memorial reservations are exclusive to families and friends of an individual who will be or has been buried at the Oakwood Cemetery. The Chapel's indoor space can be reserved for a funeral before a burial, or a memorial service to be held at any time after burial. Capacity cannot exceed 40 people at any time.

Oakwood Cemetery gates are open 7:00am-7:00pm daily. Oakwood Chapel public hours are Noon-5pm Wednesday - Sunday weekly, except holidays. Reservations are available based on staff availability during the Cemetery's open hours, except on holidays. If the memorial is scheduled during the Chapel's public hours, be advised that visitors may drop in. Staff will make their best efforts to greet public visitors outside the Chapel to avoid disruption. A staff person will be present during the event.

Reservations are strictly for family memorials: not for events, commercial, civic, community, nor private use. Rental and reservation requests for other types of events are handled separately with appropriate City of Austin Parks and Recreation Department and Museums and Cultural Program Division policies.

FACILITIES

Standard and fixed amenities:

- ✓ Two 55" TV "smart" monitors with HDMI and USB connections (for family photos and videos)
- ✓ Access to City of Austin Guest wifi (not password encrypted)
- ✓ Wood table on casters, 7'x3'
- ✓ Eight wood chairs

Available by request with reservation:

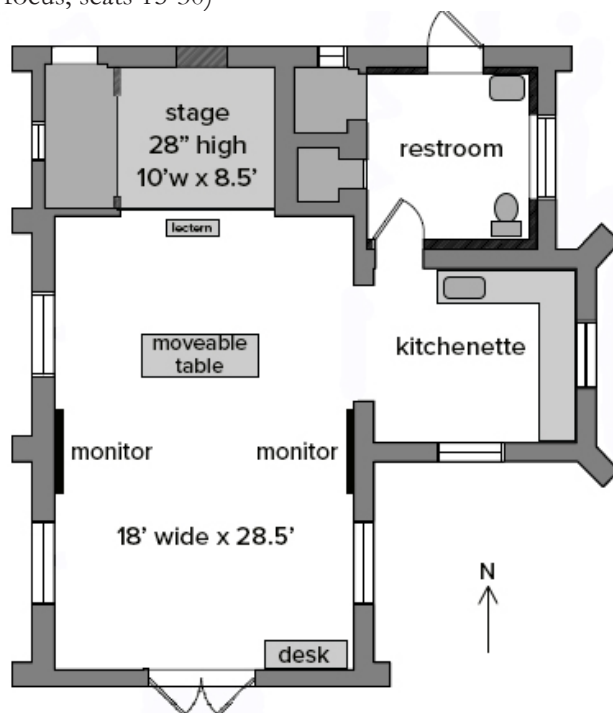
- Two 6'x3' plastic folding tables
- One 2'x4' plastic folding table
- Up to 40 plastic folding chairs
- Bluetooth speaker for music through smart phone
- Lectern and sign-in table
- Small refrigerator, beverage containers, coffee pot, tea kettle, small cooler

RULES

- Food and non-alcoholic beverages may be brought in and served to the private group only. The primary contact is responsible for cleaning up after the event of all food or outside items brought in for the service.
- Smoking, alcoholic beverages, and open flames are not allowed.
- Children may not be left unattended or alone in the facility nor in the cemetery.
- Group may be charged for any damage to room, equipment or furnishings beyond reasonable wear and tear.
- City of Austin employees will retain any left behind non-perishable items for seven (7) calendar days after the event. After that time, items will be donated. Perishable items will be discarded or donated after the event.

ROOM ARRANGEMENT OPTIONS

- Chairs in a circle around perimeter of room (seats 10-20 comfortably)
- Chairs facing stage with:
 - aisle in middle (seats 35-40)
 - aisles on sides (seats up to 20-40)
- Chairs facing monitor on east wall (if TV monitor is focus, seats 15-30)



CONTACT NAME: _____

Phone: _____

Email: _____

Name of person being memorialized:

Where buried in Oakwood: Section _____ Lot _____

Preferred date(s) and time(s) of memorial: _____

Signature: _____ Number of people expected: _____

SEND FORM AND QUESTIONS TO: jennifer.chenoweth@austintexas.gov