

MEETING ROOM REQUEST FORM

Group Name: _____

Purpose of Group/Organization: _____

Usage of the meeting room must meet all of the following:

- We are a not for profit organization.
- We will not use the meeting room for commercial activity.
- Our meeting is free and open to the public.
- We agree to honor the meeting room's General Guidelines.
- We agree to abide by the Reservations Guidelines.
- We agree to abide by the Care and Use of Facilities guidelines.

Name of Representative: _____ Phone: _____

Address: _____

Email Address: _____ Website: _____

Alternate Contact Name: _____ Alternate's Phone: _____

Alternate Email Address: _____

Topic: _____ Expected Attendance: _____

Desired Branch: _____

You may book events only for the current calendar year. Rooms cannot be booked for days or times when the library is not open.

First Choice Dates: Jan _____ Feb _____ Mar _____ Apr _____ May _____ Jun _____
 Jul _____ Aug _____ Sep _____ Oct _____ Nov _____ Dec _____

Second Choice Dates: Jan _____ Feb _____ Mar _____ Apr _____ May _____ Jun _____
 Jul _____ Aug _____ Sep _____ Oct _____ Nov _____ Dec _____

Date: _____ Start Time: _____ End Time: _____

My signature below indicates that I agree to ensure that my organization will abide by the policies of the library with regard to meeting room use. I have received a copy of the "Austin Public Library Meeting Room Policies". Frequently asked questions are answered below.

- **To be eligible to use a meeting room, any group or organization must be not for profit and should include three or more individuals.**
- All activities held in the Library's meeting rooms must be open to everyone. City or Library needs may preempt any other scheduled event.
- **Commercial uses of meeting rooms are prohibited; this includes solicitations, admission or other charges, money-raising activities, and/or sales. Delivery of direct, hands-on healthcare services is also prohibited.**
- Personal furniture or equipment may be provided by a group with prior approval. Arrangements for the use of any personal furniture or equipment should be made at scheduling time. The Library cannot provide AV or other equipment.
- 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.
- If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.
- Meetings will not be scheduled before or after Library hours. Group representatives may not enter Library buildings, nor will deliveries be accepted, before the regular opening time.
- **Reservations will only be held for ten days until signed reservation form is received. If your planned meeting will take place in less than 10 days and the meeting room is available, a reservation will be tentatively accepted with the signed form due at least 3 days prior to the meeting.**
- Permission to use Library meeting rooms may be withheld from groups that have failed to comply with the Meeting Room Policy and from any group that damages the room, carpet, equipment, or furniture, or causes a disturbance.
- Events must not be publicized or announced until reservation is confirmed after receipt of your signed form.
- Refreshments need to consist of individually packaged items and drinks, or baked goods; for other food, a City permit is required. See http://www.austintexas.gov/sites/default/files/files/Health/Environmental/temp_app_1-15-13.pdf
- All trash resulting from the serving of refreshments must be removed by the organization.
- Smoking, alcoholic beverages, open flames, burning incense, and lit candles are not allowed.
- The information listed above will be available to anyone who requests information about your group.

Signature: _____ Date: _____



LIBRARY LOCATIONS, HOURS AND CAPACITIES

NORTHWEST AUSTIN

MILWOOD BRANCH

12500 Amherst Dr., 78727; 512-974-9880 (1 room with a capacity of 137)

NORTH VILLAGE BRANCH

2505 Steck Ave., 78757; 512-974-9960 (1 room with a capacity of 109)

OLD QUARRY BRANCH

7051 Village Center Dr., 78731; 512-974-8860 (1 room with a capacity of 171)

RECYCLED READS

5335 Burnet Rd., 78756; 512-974-7460 (1 room with a capacity of 15)

SPICEWOOD SPRINGS BRANCH

8637 Spicewood Springs Rd., 78759; 512-974-3800 (1 room with a capacity of 154)

YARBOROUGH BRANCH

2200 Hancock Dr., 78756; 512-974-8820 (1 room with a capacity of 124)

SOUTHWEST AUSTIN

HAMPTON BRANCH AT OAK HILL

5125 Convict Hill Rd., 78749; 512-974-9900 (1 room with a capacity of 160)

HOWSON BRANCH

2500 Exposition, 78703; 512-974-8800 (1 room with a capacity of 92)

MANCHACA ROAD BRANCH

5500 Manchaca Rd., 78745; 512-974-8700 (1 room with a capacity of 195)

PLEASANT HILL BRANCH

211 E. William Cannon Dr., 78745; 512-974-3940 (2 rooms with capacities of 20/50)

TWIN OAKS BRANCH

1800 S. Fifth St., 78704; 512-974-9980 (2 rooms with capacities of 61/61, Rooms can be combined for a capacity of 122)

NORTHEAST AUSTIN

LITTLE WALNUT CREEK BRANCH

835 W. Rundberg Ln., 78758; 512-974-9860 (1 room with a capacity of 131)

WILLIE MAE KIRK BRANCH

3101 Oak Springs Dr., 78702; 512-974-9920 (1 room with a capacity of 50)

ST. JOHN BRANCH

7500 Blessing Ave., 78752; 512-974-7570 (no meeting room available)

UNIVERSITY HILLS BRANCH

4721 Loyola Ln., 78723; 512-974-9940 (2 rooms with capacities of 50/50, Rooms can be combined for a capacity of 100)

WINDSOR PARK BRANCH

5833 Westminster Dr., 78723; 512-974-9840 (2 rooms with capacities of 44/45, Rooms can be combined for a capacity of 89)

SOUTHEAST AUSTIN

CARVER BRANCH

1161 Angelina, 78702; 512-974-1010 (4 rooms with capacities of 25/40/40/60)

CEPEDA BRANCH

651 N. Pleasant Valley Rd., 78702; 512-974-7372 (2 rooms with a capacity of 53/53)

RUIZ BRANCH

1600 Grove Blvd., 78741; 512-974-7500 (2 rooms with capacities of 82/82, Rooms can be combined for a capacity of 164)

SOUTHEAST AUSTIN COMMUNITY BRANCH

5803 Nuckols Crossing Rd., 78744; 512-974-8840 (2 rooms with capacities of 28/61, Rooms can be combined for a capacity of 89)

TERRAZAS BRANCH

1105 East César Chávez St., 78702; 512-974-3625 (2 rooms with capacities of 53/52, Rooms can be combined for a capacity of 105)

AUSTIN HISTORY CENTER

810 Guadalupe St., 78701; 512-974-7557 (1 room with a capacity of 50, see additional guidelines)

NOTE: The addition of chairs and/or tables will greatly reduce room capacity.

