



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.
- Our meeting is free and open to the public.
- We agree to abide by the Reservations Guidelines.
- We will not use the meeting room for commercial activity.
- We agree to honor the meeting room's General 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: _____

Reservations may be made up to 90 days in advance.

To provide an opportunity for all groups to use the meeting rooms, a group may reserve one meeting room up to 3 times in a rolling 90 day period.

Rooms cannot be booked for days or times when the library is not open.

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.

Austin Public Library Meeting Room Policies

- 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.
- 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.
- Refreshments need to consist of individually packaged items and drinks, or baked goods; for other food, a City permit is required.
- 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 50)

NORTH VILLAGE BRANCH

2505 Steck Ave., 78757; 512-974-9960 (1 room with a capacity of 52)

OLD QUARRY BRANCH

7051 Village Center Dr., 78731; 512-974-8860 (1 room with a capacity of 60)

RECYCLED READS

5335 Burnet Rd., 78756; 512-974-7460 (no meeting room available)

SPICEWOOD SPRINGS BRANCH

8637 Spicewood Springs Rd., 78759; 512-974-3800 (1 room with a capacity of 65)

YARBOROUGH BRANCH

2200 Hancock Dr., 78756; 512-974-8820 (1 room with a capacity of 50)

SOUTHWEST AUSTIN

HAMPTON BRANCH AT OAK HILL

5125 Convict Hill Rd., 78749; 512-974-9900 (1 room with a capacity of 70)

HOWSON BRANCH

2500 Exposition, 78703; 512-974-8800 (1 room with a capacity of 40)

MENCHACA ROAD BRANCH

5500 Menchaca Rd., 78745; 512-974-8700 (1 room with a capacity of 75)

PLEASANT HILL BRANCH

211 E. William Cannon Dr., 78745; 512-974-3940 (2 rooms with capacities of 20/70)

TWIN OAKS BRANCH

1800 S. Fifth St., 78704; 512-974-9980 (2 rooms with capacities of 20/20, rooms can be combined for a capacity of 40)

NORTHEAST AUSTIN

LITTLE WALNUT CREEK BRANCH

835 W. Rundberg Ln., 78758; 512-974-9860 (1 room with a capacity of 50)

WILLIE MAE KIRK BRANCH

3101 Oak Springs Dr., 78702; 512-974-9920 (1 room with a capacity of 40)

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 40/40, rooms can be combined for a capacity of 80)

WINDSOR PARK BRANCH

5833 Westminster Dr., 78723; 512-974-9840 (2 rooms with capacities of 32/33, rooms can be combined for a capacity of 65)

SOUTHEAST AUSTIN

CARVER BRANCH

1161 Angelina, 78702; 512-974-1010 (1 room with capacities of 100)

CEPEDA BRANCH

651 N. Pleasant Valley Rd., 78702; 512-974-7372

(2 rooms with capacities of 30/30, rooms can be combined for a capacity of 60)

RUIZ BRANCH

1600 Grove Blvd., 78741; 512-974-7500 (2 rooms with capacities of 39/39, rooms can be combined for a capacity of 78)

SOUTHEAST BRANCH

5803 Nuckols Crossing Rd., 78744; 512-974-8840

(2 rooms with capacities of 40/28, rooms can be combined for a capacity of 68)

TERRAZAS BRANCH

1105 East César Chávez St., 78702; 512-974-3625

(2 rooms with capacities of 25/25, Rooms can be combined for a capacity of 50)

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.