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 10 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.
- 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
2305 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)

NORTHWEST AUSTIN

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)

NORTHWEST AUSTIN

SOUTHWEST AUSTIN

SOUTHWEST AUSTIN

SOUTHEAST AUSTIN

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 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.