

Rules and Fee Schedule for TCESD #3 Community Room

Terms:

Travis County Emergency Services District #3 (TCESD #3) recognizes a community wide need for space to conduct meetings of different levels. Our facilities, located at 4111 Barton Creek Boulevard, Austin, Texas 78735 and 9211 Circle Drive, Austin, Texas 78736 will accommodate a variety of needs.

Meeting rooms are available on weeknights from 5pm until 10pm and on weekends from 9am until 10pm. The facilities were constructed to serve both the community and TCESD#3 official business and training needs. However, TCESD#3 reserves the right to cancel any scheduled event should business needs of TCESD#3 dictate. TCESD#3 will provide at least 24 hours prior notice of any cancellation that may occur due to an unexpected business need that may arise.

Due to the large volume of trainings and business needs, TCESD#3 cannot allow any standing meetings to be scheduled. Organizations that require monthly or weekly meetings, may schedule occasional meetings at our facilities.

Limited accommodations can be made and are listed below for your review and consideration. Please contact the Office Manager Megan Lundquist at 512.288.5534 ext 100 for your scheduling and accommodation needs.

NO ALCOHOLIC BEVERAGES ALLOWED ON THE PREMISES. NO FOOD ALLOWED IN MEETING ROOMS.

Fees: \$50/ 4 hrs (mandatory) Anything over 4 hours will be an additional \$50 up to 8 hours.