RULES AND FEE SCHEDULE FOR TCESD #3 COMMUNITY ROOMS

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

Meeting rooms are generally available from 9:00 a.m. until 10:00 p.m. daily. The facilities were constructed to serve both the community and TCESD#3 official business and training needs. As such, 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. Should a significant emergency event be present in the area, it is possible that an event could be cancelled without notice so that TCESD #3 can utilize its facilities to perform its emergency services functions.

Limited accommodations can be made and are listed below. Please contact us via email at RoomRental@OakHillFire.org or via phone call to the Office Manager at 512-288-5534 ext. 100 or the Business Manager at 512-288-5534 ext. 101 for scheduling or additional information you may require.

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES

RENTERS ARE RESPONSIBLE FOR BASIC CLEARING OF REFRESHMENT AND PAPER ITEMS BROUGHT INTO THE ROOM

RENTERS ARE EXPECTED TO PERFORM A GENERAL CLEANING OF THE ROOM IMMEDIATELY FOLLOWING THEIR EVENT

Station 301 (Circle Drive)	Station 302 (Barton Creek)	Station 302 (Barton Creek)
Training Room(s)	**Community Room**	**Conference Room**
Seats 83 maximum	Seats 49 maximum	Seats 8 maximum

Available Room Arrangements: Interactive, Board, or Classroom.

Fees: $50 per 4 hours (minimum). Anything over 4 hours will be an additional $12.50 per hour up to a maximum of $100 total per day.

Cancellations: Must be made 24 hours prior to the rental. Cancellations not received in time will be subject to the minimum fee of $50.

Updated March 2015