



## **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 8:00 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](mailto:RoomRental@OakHillFire.org) or via phone call to the Business Manager at 512-288-5534 extension 201 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)**  
**Training Room(s)**  
Seats 83 maximum

**Station 302 (Barton Creek)**  
**Community Room**  
Seats 49 maximum

**Station 302 (Barton Creek)**  
**Conference Room**  
Seats 10 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 July 2020*