



# Meeting Room Use Agreement

**The Facility: Manchaca Fire/Rescue Travis County ESD #5 has one meeting room available for use.**

**Station 501's Meeting Room is located at 665 W.FM 1626, Manchaca, TX 78652.** Parking is limited. This meeting room measures 1200 total square feet (30x40). Classroom style chairs and tables are provided. The room seats 32 people. This meeting space includes day use of the refrigerator, coffee maker, projector, dry erase board and sink. If you require use of the projector, please notify us in advance. While food is allowed, the meeting room is self-service. Setup and clean up are the responsibility of the renter. (Alcohol of any type is NOT permitted on property).

## Availability

Reservations are required and must be made at least two weeks in advance of the meeting date. Availability is not guaranteed. Fire Department trainings and functions will take precedence over the availability of the rooms for public use. When making a reservation, please allow extra time for setup and clean up. Meeting rooms are available only during the hours of 8a-11p. At least 24 hours notice is required for cancellations. All rentals are subject to approval by Manchaca Fire/Rescue Travis County ESD #5.

## Fee Schedule and Payment

The meeting room rates are \$30 per hour (minimum 2 hour rental required). Renter is liable for any damages and extra cleaning that must be done to return room to normal use. All rates and terms are subject to change without notice. Checks should be made payable to Travis County ESD #5.  
[OFFICE USE ONLY:  FEEWAIVED]

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Please fax completed form to 512-282-4485 or mail to Manchaca Fire/Rescue Travis County ESD #5, Attn: Meeting Room, PO Box 1239, Manchaca, TX 78652. For further information, contact our staff at 512-282-7057 or [admin@tcesd5.org](mailto:admin@tcesd5.org)

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Space is Needed: \_\_\_\_\_

Time Space is Needed: \_\_\_\_\_

Number in Group: \_\_\_\_\_

I acknowledge that I have read and agree to the above terms and meeting room policy. My organization/party may be billed for damages or refused future meeting room rental if these terms are violated.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_