Board and Commission Meeting Name:

Department requesting reservation:

Meeting room requested:

Date(s) needed (please list each out individually):

Start/End time (include set up/tear down):

Contact name and phone number:

Back-up contact name and phone number:

Number of people expected:

Will food be served?

Is this a hybrid meeting?

Will this meeting be recorded by ATXN?

**If you need additional AV assistance, please submit a** [**helpdesk ticket**](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fatx.servicenowservices.com%2Fsp%3Fid%3Dsc_cat_item%26sys_id%3D02e490c6db7f1300a314e1c2ca9619e6&data=05%7C01%7CStephanie.Hall%40austintexas.gov%7C8b7ace669c144dbbb23008dbb5feac2a%7C5c5e19f6a6ab4b45b1d0be4608a9a67f%7C0%7C0%7C638303877629417590%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=0pg2a7vNTeThlIwOu13rwIfuOui21k4m1Mh8sLqMjT4%3D&reserved=0) **or call 512-974-4357**

\*If the room requested is in a non-public area, the requestor is responsible for ensuring attendees obtain access.

\* The garage parking system at City Hall is now fully automated. You will be provided a QR code upon entering the garage (bring it with you).  Inside we will give you a validated QR code to use on the infrared scanner as you exit the parking garage.

\*Note: City Council has precedence over all reservations, tentative and standing, which may result in a meeting cancellation if the room is needed.