



GEORGE WASHINGTON
CARVER
 MUSEUM & CULTURAL CENTER

Meeting Room Information

Thank you for your interest in reserving a room at the George Washington Carver Museum and Cultural Center. We look forward to hosting your group, and hope that everyone enjoys their time in our new facility. To ensure that your reservation process runs as smoothly as possible, please review the information and guidelines below prior to scheduling your meeting.

Rates & Scheduling

Meeting rooms at the Carver Museum are offered free of charge and on a first-come, first-served basis. Rooms are only available during our normal business hours, and can be reserved no more than **one month** in advance from the date of your call. To reserve a room, please contact the museum staff at (512) 974-4926 with the following information:

- Desired Date, Time, and Room for Meeting
- Name of Organization (School, Adult Group, Church, etc.)
- Number of People in Group
- Contact Name, Phone Number, and Email Address

Room Information

The following rooms are available to reserve at the Carver Museum:

Room Name	Capacity	Food Allowed?
Onie B. Conley Conference Room	12 – 15	No
Classroom	20 – 25	Yes
Orientation Room	6 – 8	Yes

Rules / Policies

Rooms are only available for meetings and programs that **DO NOT** charge a registration and/or entrance fee. If you would like to schedule a meeting or class that requires fees, you must apply with the City of Austin to do so. Please call the museum staff at (512) 974-4926 for more information.

Food and drink is only allowed in the rooms designated above, and is not permitted in any other area of the museum. Upon your arrival, the primary contact person will receive a room usage form that must be completed and returned to the front desk at the conclusion of your meeting. This form ensures that guests return the room to its original condition (tables and chairs put back in order, dry-erase boards cleaned, trashed removed, etc.).

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Rules / Policies (continued)

Occasionally, programs of both the Carver Museum and the City of Austin may need meeting rooms on short notice. These programs take precedent over all other scheduled meetings. In the event that this conflicts with your reservation, your meeting may be relocated to a different room or you may be asked to re-schedule. Should this happen, the museum staff will make every attempt to contact you in advance, explain the situation, and discuss a resolution.

Dance Studio Reservations

If you would like to reserve the Carver Museum's Dance Studio for rehearsal or practice time, you must first submit an application for approval. To obtain an application, please contact the museum staff at (512) 974-4926.

Parking

Parking is readily available in front of the museum along Angelina Street, and there is also a parking lot on the north side of the building. There is no charge for parking in the museum lot.

Re-Scheduling / Cancellation

Should you need to change or cancel your reservation, please contact the museum at least two days in advance of your scheduled meeting.