



Hays County Conference Room Request Form

To reserve a conference room in the Government Center, please print and complete this form, then drop off at HR office; 512-393-2223, or scan and email to amanda.barrios@co.hays.tx.us or fax to 512-393-2227. Your confirmed request will be sent via email confirmation.

Conference room space is assigned on a first come, first served basis. After considering meeting size and type, as well as equipment and/or presentation needs, it may be necessary to relocate your meeting to a conference room different from your original request.

If your reservation is approved and at a later time your reservation needs change, such as you need to cancel, move to a different room or use equipment – you must notify Human Resources ASAP. Please do not hold a reservation, as other organizations may need the space. Thanks for your cooperation.

Organizations Name: _____

Meeting Contact Name: _____

Phone: _____ Email: _____

Date request is made: _____

Meeting Details:

Date(s) of Meeting: _____ Set-Up Time _____ Beginning Time: _____ Ending Time: _____

Purpose of Meeting: _____ # of Attendees: _____

Purpose for Conference Room Booking:

_____ Hays County Related Meeting _____ Training _____ External Meeting _____ Project

_____ Other: _____

County Official Sponsor: _____

**Required for the approval of all events that will use the Hays County Conference Rooms. Typically a Department Head or Elected Official.*

Conference Room 1001		Conference Room 1004	
Conference Room 1002		Human Resources**	
Conference Room 1003		**Special reservation notice**	

Rooms are equipped with tables and chairs with a seating capacity of 25 each. CHAIRS ONLY increases capacity (up to 25 additional) in each conference room. Audio Visual reservations are on the following page.

Audio Visual Equipment:

- Podium
- Projector Remote
- HDMI Cable (s)

IT IS THE RESPONSIBILITY OF THE BOOKING GROUP TO PROVIDE A COMPUTER WITH HDMI CAPABILITY.

Catering: *It is the responsibility of the booking party to dispose of ALL food items and complete clean-up of serving and eating areas.*

Company: _____ No catering is ordered _____

Usage of the meeting room must meet all of the following:

Hays County Government conference rooms are to be used for the purposes of County business, sponsored by a county department head. Additionally, other governmental agencies or quasi-governmental agencies may reserve the conference rooms; however, a county employee must remain in the session at all times. This county employee shall also act as liaison for any questions that arise as well as making sure all non-county employees exit the building at the designated time.

It is the responsibility of the person reserving the conference room:

1. To set up the room
2. To return it to the original arrangement at the end of the meeting (a diagram is provided in each conference room by the door)
3. To remove any trash to the large trash cans that have been provided for your event – these trash cans are located outside of the conference room.
4. Arrangements for the use of any additional space, furniture, or equipment should be made at scheduling time.

Request will only be held for ten days until the signed reservation form is received.

Permission to use the Hays County Government Center conference rooms may be withheld from groups that have failed to comply with the Conference or Building use policy.

Hays County cannot ensure security of items left unattended with the conference rooms.

Special requests or permissions will require signature approval from the Hays County Judge.

All other guidelines shall fall under the Property Use Policy which is available on the county website at the following address: www.co.hays.tx.us

My signature below indicates that I agree to ensure that my organization will abide by the policies of Hays County with regard to meeting room use. Failure to adhere to these guidelines may prevent future conference room reservations. Thank you for your cooperation and enjoy your event.

Signature: _____ Date: _____

Approved: _____ Date: _____