



# City Facility Rental Policy



## **Location**

13333 Hutton Dr., Farmers Branch, TX 75234

## **Contact Information**

Angie Nations | 972-919-2640 | [angie.nations@farmersbranchtx.gov](mailto:angie.nations@farmersbranchtx.gov)

## **Hours of Operation**

Monday – Thursday: 7-5, Friday 7-4

Available for after-hours reservation – please call for more information

## **Additional Amenities**

Projector and Screen	Included	Balloons	N/A
Portable speaker system	N/A	Coffee Maker	\$2 per serving
Podium	Included	Popcorn Machine	N/A
Kitchen Access	N/A		

## **Additional Facility Information**

Please familiarize yourself with all technology prior to renting a room.

Basic food service is allowed.

Breakroom area located next to the room with drink vending machine and basic kitchen supplies.

Room is also the City's emergency operations center and reservation can/will be canceled during an emergency.



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Rooms Available for Rent										
Room Name	Capacity	Square Feet	Room Shape/ Type	AV Information	AV Connector	Resident Rate	Non-Resident Rate	Deposit	Common Room Use	Additional Room Information
Training Room – can be split into two rooms	50	1,000	Multi-purpose	2-60" flat screens 1-80" flat screen 2-projectors	HDMI Clickshare	Open \$50 <hr/> Closed \$75	Open \$75 <hr/> Closed \$100	\$200	Meetings Training	4 dry erase boards Desktop computer