

Spring Branch Meeting Rooms

Your Room Rental Checklist

- _____ Complete your Rental Agreement Form & Submit to the Rental Coordinator via Fax (281-276-7789) or Email (support@dsacomm.com).
- _____ Receive Verification of Date & Time Availability from your Rental Coordinator.
- _____ Rental Confirmed by Rental Coordinator.

Frequently Asked Questions

1. **Where do I check in to set up for my event?** When you arrive, go to your reserved meeting room. The Rental Coordinator will provide you with any additional instructions.
2. **How many chairs and tables are available?** We will have enough tables and chairs to accommodate for the room capacity (up to 45 tables depending on room size). If you think additional tables and chairs are necessary, please speak to your Rental Coordinator prior to the event date. All tables and chairs are roughly 2' x 8' and accommodate 3 people. They can be arranged in groups to seat larger numbers of people. The Oak room has 60" round tables that seat 8 adults. Our Maple and Cypress rooms have 72" tables that seat up to 10 adults. They are available upon request on a "first come, first serve basis".
3. **Who sets up the tables and chairs?** We will set up the tables and chairs. Please work with the Rental Coordinator to share your set up specifications.
4. **Do you provide linens, serve ware, or glassware?** We do not provide anything other than the tables and chairs. You can get these items from a caterer or outside vendor.
5. **Can I use my own caterer?** Yes, we welcome all outside caterers.
6. **Can we serve alcohol at our event?** No. Spring Branch Meeting Rooms has a no alcohol policy.

Do you have any additional questions? Just ask!