



## 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 (33-45 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.
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 cater 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 currently has a no alcohol policy.

**Do you have any additional questions? Just ask!**