

# AIRPORT MEETING ROOM RESERVATION REQUEST

Name of Event: \_\_\_\_\_

Name of Responsible Organization or Individual: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Start Time – End Time

Meeting Room Requested:

Expected attendance at this event: \_\_\_\_\_ Refreshments being served: \_\_\_ Yes \_\_\_ No

Tables & Chairs \_\_\_ Yes \_\_\_ No If so, how many of each: \_\_\_ Table \_\_\_ Chairs

Do you require setup assistance from the Airport: \_\_\_ Yes \_\_\_ No If yes, please detail: \_\_\_\_\_

Does your event require Airside Access: \_\_\_ Yes \_\_\_ No (If yes, attached detailed security plan.)

Fee: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

## Reservation Cancellation

When necessary, confirmed meeting room users are encouraged to cancel reservations as far in advance as possible to facilitate other uses. **The Airport Authority reserves the right to cancel reservations for meeting rooms if the space is needed for Official Airport Business.** Whenever possible, a minimum of twenty-four (24) notice will be given.

## ACKNOWLEDGEMENT:

*The undersigned agrees to protect, defend, reimburse, indemnify and hold harmless the Airport Authority, its agents, employees and officers and each of them, free and harmless at all times from and against any and all claims, liability, expense, loss, cost, fine, and damages (including reasonable attorneys fees) and causes of action of every kind and character to the fullest extent allowed by law by reason of any damage to property or the environment, including any contamination of Airport property, or bodily injury (including death) incurred or sustained by any party hereto, any agent or employee of any party hereto, or any other person whomsoever, arising out of or incident to any acts, omissions or operations related to the use of the Airport Authority's room(s) and other areas, and the undersigned expressly recognizes the broad nature of this indemnification and hold harmless clause, and voluntarily makes this covenant.*

*The undersigned acknowledges that the facility is located on property where an active airport is operated and there may be vibrations, noise or other airport related interruptions, intrusions, and hazards.*

*I hereby acknowledge and certify that the information provided is a true representation of the size, scope and activities planned for my event and that I understand and agree to the policy and regulations pertaining to this event promulgated by the Airport Authority.*

\_\_\_\_\_  
Signature of Authorized Individual or Event Sponsor

\_\_\_\_\_  
Date

Office Use Only \_\_\_ Approved \_\_\_ Denied By: \_\_\_\_\_

\_\_\_\_\_  
SJCAA Date

Regulations - Groups and/or individuals desiring to use the AMR must abide by the following regulations.

All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is not sponsored by the Authority, its Staff or the Airport.

Neither the name nor the address of the Airport or Authority may be used as an official address or headquarters of any organization. No mail or shipments of materials will be accepted for organizations or individuals without prior arrangement. In addition, the St. Johns County Airport Authority's phone number shall not be used by any groups in meeting announcements.

The Authority requires that all groups hosting events will uphold high ethical standards without regard to race, color, religion, sex, age national origin or disability.

Neither the Authority nor its Staff shall assume responsibility for the property of individual(s), groups or organizations. At the end of each meeting, all property belonging to an organization, group and/or individual must be removed from the facility. No storage space is available.

Special equipment such as laptops, projectors, screens, supplies, and/or rental equipment used is the sole responsibility of the group or individual.

Public Internet Access is normally available through the Authority's wireless network. Instructions for using the network are available at the Administration office.

Other than private meeting groups using the AMR, all other priority use groups are not permitted to charge a registration or admission fee. Such groups may not as a condition of admittance require the purchase of any item or service. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may however be collected.

Groups shall not exceed the legal posted capacity of the AMR. It is the group's responsibility to monitor compliance with these regulations and to deny admittance to the room to people who would cause the group to exceed the posted capacity.

A group composed of minors (less than eighteen years of age) must have an adult chaperone attend the meeting at all times. A maximum ratio of 10 minors to one adult must be maintained at all times.

Groups or individuals may not tape, tack or fasten anything to the walls, ceiling or floor/carpet of the AMR. Exception is made for the attachment of items in rooms properly equipped with permanently mounted surfaces for said use. Any materials left affixed to any surface will be disposed of by the Authority and may subject user to a cleanup fee.

Any special table or seating arrangements shall be coordinated with the Authority Administration Office at the time of application. A fee may be assessed if a meeting room is not returned to its original condition immediately following a scheduled event.

- (l) Use of Authority telephone must be arranged in advance. Private phone calls or long-distance calls may not be made on Airport Authority's telephones without prior approval.
- (m) Please be considerate of others as to not disturb other meetings in progress, cell phone calls must be kept to a minimum in public areas.

The Authority reserves the right to limit or prohibit any use of the AMR that it determines may represent a threat to the health or safety of others or to the orderly use of the facility.

Beverages and food service may be permitted if prior approval is obtained. The user assumes all liability for damage and/or cleanup related to such approved use.

Smoking is prohibited in any airport building. Smoking is discouraged on all campus areas of the Airport. Outdoor smokers are responsible for all related material disposal in approved containers.

For and in consideration of the use of the AMR, the individual or group using the AMR hereby agrees to indemnify and hold harmless the Authority and Staff from any and all actions or suits relating to its use of such rooms and facilities. Further, the user agrees to reimburse the Authority for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room, facilities or equipment by such use thereof. Refusal by any user to pay for the damage will result in referral to the Airport Authority Attorney for collection and/or legal action and will result in the loss of future use privileges.