

Policies for the Use of Conference Rooms at Springerville Municipal Airport

Overview of Facilities

Springerville Municipal Airport has 4 conference rooms located inside the terminal building.

The rooms are available for use by the public in accordance with the policies set forth herein.

Eligibility

Individuals reserving the conference rooms for themselves or on behalf of an organization must be at least 21 years of age.

Reservations

An application for the use of the conference rooms must be submitted and approved prior to a reservation confirmation.

The Town of Springerville and/or the Springerville Municipal Airport reserves the right to refuse the use of the airport conference rooms to anyone.

Reserved hours must include set-up and clean-up time.

All deposits must be paid upon making a reservation. All rental fees must be made prior to occupying the room(s).

Cancellations

All deposits will be forfeited if 24 hour notice of cancellation is not received.

Room Availability

Listed below are the rooms available for use, the dimensions and occupancy of each room and the fees associated.

Room	Square Feet	Capacity	Rate
107 Conference	315	12	\$20/hour
108 Multi-Purpose Community Room (Dividable)	720	60 Seated 75 Standing	\$75/4 hours
108A	450	40 Seated 50 Standing	\$50/4 hours
108B	270	20 Seated 25 Standing	\$50/4 hours
203 Conference	210	10	\$25/hour

All rooms are available daily between 8:00 am and 4:00 pm. Afterhours access requires a pre-paid fee of \$60. A \$40 cleaning deposit is required to reserve a room. Any use of alcohol will require an additional deposit of \$150. Refundable deposits will be refunded within 30 days after a damage and/or cleaning assessment has been made.

Responsibilities of Approved Applicants

It is the responsibility of an approved applicant to understand, abide by and convey to all participants the policies of this document. Misuse of the facilities and/or breach of the contract could result in the immediate cancellation of the event. Fees, fines and/or permanent prohibition from use of the rooms could result.

In addition, the responsible party must ensure that the following conditions are met:

- Pre- and post-event inspections of the room(s) will be scheduled by Airport staff. The post-event inspection will take place no later than one business day after the event.
- The applicant assumes responsibility for understanding all policies of the contract.
- All individuals associated with the event must vacate the room(s) and building by the designated ending time.
- For events scheduled during regular business hours, activities cannot inhibit regular airport business.
- The security of participants' vehicles and personal belongings are the sole responsibility of the participants.

- This is a NON-SMOKING, public facility. Arizona statutes require any smoking take place outside at least 20 feet from any entrance.
- Users are responsible for the removal from the premises of all trash, food and decorations.

Fees and Insurance

The following fees and insurance requirements shall apply to all uses of the airport conference rooms:

- \$50 key deposit, if key is issued.
- Users may be required to provide an insurance certificate showing the Town of Springerville as an additional insured with \$1,000,000 in liability coverage.
- Users shall indemnify and hold harmless the Town of Springerville and Springerville Municipal Airport from any and all liability that may arise from the use of the facilities for the scheduled event, including any and all actions, claims for personal injury or death and property damage including costs and expenses of defense of such action.
- Users will be billed for professional cleaning or repairs if there is damage or the building is found in less than satisfactory condition, and the cost to clean or repair is more than the cleaning deposit.
- Events involving the use of alcoholic beverages require an additional \$150 deposit for cleaning and/or damages.
- Any refundable deposits will be returned to the user within 30 days after the final inspection if any issued keys have been returned and there is no damage to the facility.

Care and Use of Facilities

Setup

- Tables and chairs will be set up as directed. A per chair/table fee may be charged.
- Any other setup, loading or unloading is the sole responsibility of the user.
- Tape, nails, staples, thumbtacks or any other device that may cause damage are not allowed on any of the walls.
- Decorations must be pre-approved by Town or Airport management, and must be completely removed from the premises at the end of the event.
- A large, flat screen television is available upon request in your application.
- An easel with dry-erase board is available upon request in your application.
- A commercial coffee maker is available upon request in your application.
- The Airport does not provide printing, copying, flip charts, paper, coffee, condiments or eating utensils.

Conduct

- Users will be admitted to and must vacate the facility at the times specified in the application.
- The activity and noise must not interfere with regular airport business.
- Children must be supervised at all times.
- Participants and attendees are not allowed past the white vinyl fence on the airside of the terminal building AT ANY TIME.
- Disorderly conduct or vandalism will result in immediate expulsion or arrest, and forfeiture of any deposits.
- If law enforcement assistance is required, the event will be closed immediately and any deposits will be forfeited.
- Town or Airport staff may attend or observe any event at any time to ensure compliance with the terms of this document.

Cleanup

- Neatly stack all tables and chairs in the center of the room, away from walls.
- Remove all trash, personal effects, food and decorations from the premises.
- Wipe counters and cabinets as used.
- Clean coffee maker if provided.
- Sweep and mop floors.

Check-Out

At the conclusion of the event, staff will:

- Conduct an inspection of the conference room(s), restrooms, foyer and grounds.
- Assess charges for any special cleaning requirements or damages resulting from the use of the facilities.
- Refund deposit or issue an invoice for additional charges due. Deposits will be returned within 30 days after the conclusion of the event. Additional charges are due immediately upon receipt of the invoice.

Conference Room Reservation Application

Group Name _____

Responsible Party/Applicant _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Alternate Number _____

Email Address _____

Purpose of event or group _____

Date(s) Requested _____ Time(s) _____

Number in Attendance _____

Room Number(s) Requested _____

Will there be alcohol? YES NO

Room Setup: (See next page for examples)

Number of Chairs Requested _____ (52 available) Number of Tables _____ (8 available)

Classroom Auditorium A Auditorium B Tables in U-Shape

Tables in Square Banquet Other (please describe) _____

Equipment Requested:

Flatscreen Television VGA Cable Easel Dry-Erase Board

Coffee Maker

By signing below, you acknowledge that you have received, read and understand the Conference Room Policies. Your signature further indicates that you agree to hold the Town of Springerville and Springerville Municipal Airport harmless for any use of the facilities. If you are assigned a key and the key is lost, you will forfeit the \$50 deposit and will lose the privilege of borrowing a key in the future.

Signature

Date

Official Use Only:

Date Application Received: _____ Date Deposit(s) Received: _____

Amount Received: _____ For: Cleaning Alcohol After Hours

Staff Signature _____



Banquet Setup (up to 6 tables, 48 chairs)



Classroom Setup (up to 6 tables, 24-30 chairs)



Auditorium Setup A (52 chairs)



Auditorium Setup B (52 chairs)