



CITY OF GRAND PRAIRIE AIRPORT CONFERENCE ROOM

Purpose:

- The Airport Conference room is available for outside groups meeting the guidelines on a first-come, first-served basis, by reservation. Rooms are available for rental based on availability. City of Grand Prairie Airport FBO and City functions are given priority booking and may be scheduled at any time.

Outside Groups:

- Groups of a civic, cultural or educational character are eligible to use the room.
- The Airport Conference Room may also be reserved by the public for parties and other purposes.
- The Airport Conference Room is available only during terminal building operating hours.

Guidelines:

- All groups should use the “*Airport Conference Room Reservation*” form when reserving the Airport Conference room.
- Reservations for outside groups should be made at least one week in advance, but can be made up to one month in advance.
- Use for the purpose of selling products or services and for political purposes is prohibited.

Responsibilities of Groups:

- Groups are responsible for their own set-up and clean-up of the room before and after use. Extra trash bags may be provided to users upon request.
- The group representative making the reservation shall be present during the scheduled activity, and will be liable for any and all damages that should occur during the course of the meeting. If damages to the room or to equipment occur, the fees for repair shall be the group representative’s responsibility.
- No group shall assign its space or reservation to another group.
- Violations of any of these terms are grounds for forfeited future use of conference room.

Equipment:

- Equipment may be available for use and will be checked out separately and must be returned in the same condition.
- **Reservations for the Airport Conference are made in advance through contacting the Airport Administrative Office by calling (972) 237-7591 or emailing edelgado@gptx.org.** The form is available on the Airport’s website www.gptx.org/airport or in the Administrative Office of at the Airport.



AIRPORT CONFERENCE ROOM RESERVATION REQUEST

Date of meeting: _____ Time of meeting: _____

Name of group: _____

Name of person applying: _____

Position/title in group: _____

Mailing address: _____ E-mail: _____

Phone: (Business): _____ (Home): _____

Purpose of meeting: _____

Expected attendance: _____ **AIRPORT STAFF INITIALS** _____

Will refreshments be served? Yes _____ No _____

Reservations must be paid in full the day the reservation is made.

The following guidelines are applied to the use of the Airport Conference Room:

- Fees for room use are \$25/hr.
- Events shall only occur from 7:00 a.m. - 8:00 p.m. Mondays – Saturdays and 7:00 a.m. - 7:00 p.m. on Sundays.
- No outside food or drink shall be brought into the Airport Conference Room during Radial Engine Cafe operating hours. The Café can cater outside of regular hours upon request by calling: 972-595-5420.
- No selling, solicitation or taking of orders may occur within the Airport Conference Room. This includes fundraising and donations.
- The Airport Conference Room is not available for political purposes.
- Smoking or Alcohol is **prohibited**.
- Each group is responsible for clean up after use and for leaving the room in good a condition as found or better.
- Groups will be charged for damage to room, equipment, or furnishings beyond reasonable wear and tear.
- At all times, Airport Conference users must conduct themselves in such a way as to not interfere with the peaceful enjoyment of the Airport Terminal by other operators and users.
- Children younger than twelve (12) years old are **not** to be left unattended in the Airport Terminal while parents attend meetings.
- Conference room fee may be refunded upon 24 hour prior notice of meeting cancellation.

I agree to return the meeting room to a clean and orderly condition at the end of the activity and to pay the cost for repair of any damages to the facilities. I agree to be held liable for damages to facility and equipment during the rental. The Grand Prairie Public Municipal Airport will **NOT** be responsible for any lost or damaged materials or equipment left in the building. If staff or maintenance personnel find the room has not been left in satisfactory condition, a minimum charge of \$25.00 will be levied to the organizer or fees for actual damages incurred, and the group’s ability to use the Airport Conference Room in the future will be jeopardized.

I understand and agree that the information provided above will be made available for informational purposes upon request to the public.

SIGNATURE _____ DATE _____