



## Springfield-Robertson County Joint Airport Board Airport Conference Room User Policy and Room Rental Agreement

Adopted by the Airport Board  
Jan 8, 2020

The Springfield-Robertson County Joint Airport Board (Airport Board) welcomes governmental, non-governmental and Airport tenant organizations to utilize its conference rooms for face-to-face meetings, training seminars, off-site corporate planning, group receptions or any other event appropriate for such a unique community landmark. This policy document outlines the Airport Board’s requirements, fees and expectations for users of its rooms. It also contains the Room Rental Agreement which must be completed in full, signed and all indicated fees paid/deposits retained in-full prior to reservation confirmation.

**1. CONFERENCE ROOMS.** There are two conference rooms available for rent. Details can be found on the Airport’s website <https://www.srcairport.com/event-space> and below. Shown are the amenities apportioned to and available in each room.

### 1.1. Betty C. Moore (BCM) Executive Conference Room

12 ft x 25 ft (300 sq ft)	Credenza	Wall Mounted White Board
Long Conference Table	WIFI Connectivity	3-line VoIP Telephone
12 Cushioned Executive Chairs	65” Wall-mounted TV	HD IP Conference Phone

### 1.2. Jack M. Draughon (JMD) Conference Room (Auditorium)

24 ft x 35 ft (800 sq ft)	5 Room Configurations*	10 ft x 6 ft Front Wall-mounted Projection Screen
15 Tables (2 or 3 persons)	WIFI Connectivity	LCD Overhead Projector
46 Cushioned Table Chairs	Podium	2-sided Mobile White Board
3 Cushioned Captain Chairs	Microphone	

*\*See JMD Room Configurations for specifics at <https://www.srcairport.com/event-space> .*

## 2. RESERVATION POLICY

2.1. User Priority. Rooms are available on a first come, first serve basis with priority given for Airport Board use. Subsequent priority is granted to county, state and federal, governmental, quasi-governmental agencies, non-profit organizations, Airport tenants, and certain for-profit organizations conducting regional meetings. The Airport Board or Airport Manager as the Airport Board’s agent reserves the right to approve or disapprove use of a conference room by any organization, group or individual, collectively referred to as “User.”

2.2. Advance Scheduling. Reservations are accepted no more than 60 days in advance of proposed date of use.

2.3. Time Availability. Conference rooms will be reserved on an hourly basis between the hours of 8:00 am and 5:00 pm daily. Reservation minimums are as follows: two (2) hours for the JMD and one (1) hour for the BCM. Users desiring reservations on weekends and/or outside of the above timeframe requires special coordination with and approval by the Airport Manager. Airport staff will provide access to the conference room in accordance with the Rental application and will retain full access to all parts of the room at all times without restriction during the usage period. Keys will not be given to the User.

2.4. Non-Availability. Conference rooms are not available for rental and use on the following holidays: New Year’s Day, Martin Luther King Jr Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, and Christmas Day.

2.5. Room Rental Agreement. All conference room reservations require a completed Room Rental Agreement and payment of the full rental amount (including any applicable set-up fee) to hold a date and time. The Airport Manager must approve any changes to the reservation once the agreement is signed. It is the responsibility of the User to adhere to the date and times set forth in the agreement.

### 3. ROOM RENTAL FEES POLICY

3.1. Government organizations which are agencies of Robertson County and/or the City of Springfield (entities funded primarily by one or both governments) are exempt from all rental fees.

3.2. Fees are due at time of signing the Room Rental Agreement. Payment shall be made using credit card. Most major cards are acceptable. Room rental charges are determined by duration of use and applicable operational costs.

<b>Room</b>	<b>Minimum</b>	<b>Rate</b>	<b>Set-up Fee</b>
JMD Conference Room/Auditorium	2 hours	\$50/hour	\$25
BCM Executive Conference Room	1 hour	\$50/hour	N/A

3.3. Fees include:

3.3.1. The applicable Room Amenities identified in items 1.1. and 1.2. of this document.

3.3.2. The Facility Amenities identified on the Airport’s website which includes parking, WIFI, breakroom, prep kitchen and reception lobby.

3.3.3. The \$25 set-up fee for the JDM room is required if the User requests Airport staff to set the room to a configuration that best facilitates their needs prior to the rental period. If the User desires to set-up the room him/herself, he/she will only be allowed to do so once they take possession of the room based on their Rental Agreement.

3.4. Fees do not include:

3.4.1. Clean-up: It is the responsibility of the User to schedule clean-up time within the rental period specified in the Rental Agreement. If clean-up is not completed within the reserved time, an hourly charge will be imposed for every hour past the designated rental period. If the conference room is not clean, see item 4.

3.4.2. Damages: The User will be charged for any damage to the premises or property belonging to the Airport Board. A walk-through of the conference room with an Airport Terminal staff member will take place before and at the end of each rental period. Fees for repair of damage will be assessed as identified in item 4.

3.4.3. Additional table and chairs: Additional tables and chairs are not available through the Airport Board. If required (only for the JDM room) these may be rented through a third-party agency only after coordination and approval by the Airport Manager. Airport staff will not assist in the set-up or breakdown of rental furnishings. Rental furnishings may not be brought to or left on the premises in any location longer than one (1) hour prior to the start or following the end of the rental period unless prior approval is requested and received by the Airport Manager.

3.4.4. Computer equipment: The User must supply their own computer equipment to connect into the Airport's network, audiovisual equipment and WIFI system.

#### **4. RENTAL DEPOSIT POLICY**

4.1. Cleaning and Damage Deposit. A \$150 deposit is required of all groups except government organizations as described above. This deposit is refundable upon inspection of the room by Airport staff following an event, provided there is no damage or need for cleaning identified. The costs of any necessary cleaning or repair will be deducted from the deposit when necessary. If the repair or cleaning costs exceed \$150, the User will be assessed the additional cost. A User will be prohibited from reserving the room again until such costs are paid in full. The deposit must be fully restored before the next scheduled event. Groups with recurring meetings may leave a standing deposit.

4.2. Forfeiture of Damage Deposit Levels. The following will be deducted from the damage deposit on file if the cleaning guidelines are not performed in each meeting room and/or kitchen: table and chairs cleaned (\$25); vacuum meeting room floor (\$25); removal and proper disposal of trash (\$50); erasure and cleansing of white board (\$25); removal and disposal of handouts, materials etc in meeting room and other common use areas (\$50); and maximum deduction for failing to clean (\$150). Carpet cleaning beyond vacuuming or wall damage will be assessed independently as necessary.

**5. ROOM USE RULES AND REGULATIONS.** The Airport Board or Airport Manager on their behalf reserves the unilateral right to refuse to permit use of the conference rooms for particular activities and to refuse to rent them to any party for any reason whatsoever. The rules and regulations governing the use of the Airport rooms are as follows:

5.1. Applicant must be 18 years of age or older.

5.2. Rental must be for a legally permissible use.

5.3. Political events, candidate news conferences, organized or unorganized rallies, demonstrations, and fundraisers are prohibited.

5.4. Events that would or might involve the use of sexually explicit, profane or other publicly unacceptable materials, demonstrations or language are prohibited.

5.5. Smoking or burning of any kind (incense, cigarettes including electronic cigarettes, candles, etc) is prohibited. Smoking of all kinds is only permitted outside the terminal building in the designated smoking area and all cigarettes (waste) shall be fully extinguished and disposed of in outside trash receptacles.

5.6. Alcohol beverages of any type are strictly prohibited. Gambling is not permitted. Animals are prohibited in the conference rooms, with the exception of service dogs.

5.7. The User is responsible for all set-up arrangements and associated clean-up related to food and beverage service and waste.

5.8. The User is responsible for the proper use of the room and its amenities and features and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending to their event. In the case of damage to the room or its furnishings, the replacement and/or repair costs will be invoiced to the User renting said room.

5.9. Room set-up (unless otherwise agreed upon) and clean-up is the responsibility of the User. The conference room must be left in the condition that it was in prior to the event. If set-up and/or clean-up is not completed within the reserved time, a minimum additional charge of one (1) hour will be added to the invoice.

5.10. Nothing is to be attached to the ceiling or fixtures. The use of nails, screws, tape or staples on the walls is prohibited. Users are not permitted to block or in any way hinder ingress or egress from the conference rooms, hallways, exits, or common areas.

5.11. To prevent disturbances and interferences with other occupants of the terminal building, Users will keep audio equipment at a minimum audible level.

5.12. The Airport Board or Airport Manager on their behalf reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the use of the conference room(s). In the event that the Airport Board must revoke a reservation, the Airport Board will refund the User's money, limited to no greater than the total cost of the room rental.

5.13. Under certain circumstances, the Airport Board may deem it necessary to require insurance coverage.

5.14. Rental Fees are to be paid in full and Deposits retained prior to the event. Reservations will not be confirmed until payment/retainer is received.

5.15. Any violation of federal, state or county law while in use of Airport resources is prohibited.

**6. LIABILITY AND GENERAL REQUIREMENTS.** All Users must agree to follow the Springfield-Robertson County Joint Airport Board's Conference Room User Policy before any reservation is affirmed. An individual authorized to enter into agreements on behalf of their organization must complete the Rental Agreement application. The signature of the authorized person on the rental application demonstrates the organization's understanding and willingness to follow and abide by all procedures, rules and regulations. In all circumstances, the Airport Board's monetary liability is limited to the User's conference room rental payment.

6.1. A User may not assign or transfer any rights granted and accepted under the Rental Agreement without approval from the Airport Manager.

6.2. To adhere to appropriate building and fire codes, the Airport Board and/or Airport Manager has the right to restrict or deny use of the conference rooms based upon number of attendees and type of activity(s) proposed. The maximum number of occupants for the conference rooms are JMD-142 and BCM-12.

6.3. The User will be responsible for any activity that would be likely to cause damage to Airport property, or not be in the best interest of the Airport Board, its staff or its agents.

6.4. The Airport Board assumes no responsibility for the use of patented, trademarked, franchised or copyrighted music, materials or devices used or incorporated into an event. The User agrees to hold the Airport Board, its staff and agents harmless from any claims or costs, including attorney fees that might arise from the use of any material described above.

6.5. The User may not block or hinder access to the corridor outside the conference rooms or block or hinder ingress or egress from the building. Relocation of Airport property, such as plants or furniture is prohibited.

6.6. The User agrees not to post any posters, signs, cards or displays on the walls of the conference rooms or on Airport property without the approval of the Airport Manager.

6.7. Approval to use Airport event space does not constitute endorsement of or preference for a User or its associated organization. The Airport Manager must approve any advertisements prior to distribution and release to the general public. Use of the Springfield-Robertson County Airport's official logo and or designation on any printed materials is strictly prohibited. The organization's or the event's name must appear larger than the conference room location's name on any printed materials.

6.8. The Airport Board will not be responsible for any loss, theft or damages to personal property. The User agrees to hold the Airport Board, its staff and agents harmless from any claims or costs, including attorney fees, which may arise from loss, theft or damage to personal property.

6.9. Should the User violate any of these procedures, rules or regulations, the User and all affiliated organizations will forfeit the privilege of any future use of the Airport facilities without refund or offset of any rental amounts paid or payable.

6.10. The Airport Manager may terminate an event at any time for violations of the Airport Board procedures, rules, regulations, building and/or fire codes.

6.11. It is the responsibility of the User or its appointed party to wipe down tables and place all litter, trash and debris from the conference room, including all items on the floor, in the trash receptacles provided at the end of the rental. All lights must be turned off upon departure.

6.12. The User will leave the room and any other terminal area used during the rental neat, clean and orderly. Failure to do so will be addressed as expressed in item 4 above.

6.13. All property belonging to the User must be removed from the conference room immediately following the rental period. The Airport Board, its staff and agents assume no responsibility for items left by any User. Any items left after the rental period will be discarded.

6.14. Printing, faxing, copying and office equipment/supplies are not available. Arrangements for these services must be made with other third-party vendors.

6.15. The person executing this Rental Application represents that he/she has authority to execute contracts on behalf of the User and is responsible for the supervision of the room.

6.16. Under no circumstances will the Airport staff be responsible for accepting deliveries for the User.

6.17. The use of tape, staples, tack, etc on walls, doors and fixtures is strictly prohibited as is the use of glitter, confetti, rice, birdseed, bubbles, butterflies or other celebratory devices inside and outside of the building. If the Airport Manager deems any decorations unsafe or inappropriate, he/she or his/her staff has the right to remove these items. Neither the Airport Manager nor his/her staff shall be responsible for the damage to any items removed pursuant to this provision. All decorations must be removed from the building immediately following the end of the meeting or event.

6.18. All photography (still and video, print and digital) must be used only for the sole purpose of documenting or promoting the event for which the room was rented. Photographs of Airport facilities and/or other Airport customers and their assets unrelated to the event shall not be published (electronically or in print) or sold for any other purpose whatsoever.

6.19. Electrical cords may not cross access paths. All electrical cords must be fastened, covered or taped to prevent trip hazards. Safety devices may not be moved. Users must become familiar with fire escape routes, the nearest exits and the locations of fire extinguishers.

## **7. INCLEMENT WEATHER AND AIRPORT EMERGENCY PLAN**

7.1. Right to Revoke. Availability of the conference rooms may be affected by severe weather conditions and/or emergency events at the Airport. The Airport Board reserves the right to revoke a reservation in the event of significant snow, sleet, ice, rain, wind, Airport emergency or when operational needs arise that necessitate the Airport Board's use of the conference room. In the event that the Airport Board must revoke a reservation, the Airport Manager will attempt to reschedule to an alternate date. If an alternate date cannot be identified, the Airport Board will refund the User's money, limited to no greater than the total cost of the room rental.

7.2. Impacted Events. In the event that an inclement weather or Airport emergency-related event affects a planned rental(s) the Airport Manager will attempt to notify the affected User(s) and reschedule the reservation. In the event a reservation cannot be rescheduled, the User's paid rental fees will be fully refunded, and deposit returned. In an event of inclement weather or an Airport emergency, Users should contact the Airport Manager to confirm room availability.

**8. CANCELLATION POLICY.** Cancellation of any scheduled conference room rental(s) must be in writing and received no later than 48-hours prior to the date and time of scheduled rental. Any User who fails to cancel a conference room rental within the required time frame will be invoiced for the day's rental. Failure to pay this fee will result in denial of any future rental requests.



## Springfield-Robertson County Joint Airport Board Conference Room Rental Agreement

4432 Airport Road | Springfield, TN 37172  
Phone: (615) 985-4432 | Fax (615) 384-2450

This Agreement made and entered on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by and between the Springfield-Robertson County Joint Airport Board and \_\_\_\_\_  
\_\_\_\_\_, referred to as the "User."

### USER'S INFORMATION

Name \_\_\_\_\_  
Organization (as applicable) \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_ Alt Phone \_\_\_\_\_

### ROOM REQUEST

Jack M. Draughon (JMD) \_\_\_\_\_ Betty C. Moore (BCM) \_\_\_\_\_  
For JMD, configuration desired \_\_\_\_\_

**DATE REQUEST** (primary) \_\_\_\_\_

Alternate Date(s) \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

*Timeframe identified must abide by policy minimums and include time required for set-up and clean-up.*

**NAME OF EVENT:** \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

### FEE(S)

Room \_\_\_\_\_ hours X \$50 = \_\_\_\_\_ + Configuration Fee \_\_\_\_\_

Total Due \_\_\_\_\_ Method Paid \_\_\_\_\_ Date \_\_\_\_\_



