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.

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 operating hours.

Guidelines:

- All groups should use the Meeting Room Request Form when reserving the Airport Conference room.
- City functions are given priority booking and may be scheduled at any time.
- 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 are prohibited.
- No outside food or drink may be brought into the Airport Conference Room during Mixed Up Burger's operating hours.

Responsibilities of Groups:

- Groups may be 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 should be present during the scheduled activity, and will be liable for any and all damages that should occur during the course of the meeting. Should damages to the room or to equipment occur, the fees for repair will be the group representative's responsibility.
- No group can assign its space or reservation to another group.
- Groups that book the room and then do not show up to use the reservation without notifying the appropriate representative may no longer be eligible to use the room.
- Groups that use the room for prohibited uses will no longer be eligible to use the room.

Equipment:

- Equipment may be available for use and will be checked out separately and must be returned in the same condition.

CITY OF GRAND PRAIRIE
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 What type? _____

All refreshments served must be coordinated through Mixed Up Burgers.
No outside food/drink of any kind allowed in the Airport Conference Room during restaurant's operating hours.

PLEASE READ:

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. The Grand Prairie Public Municipal Airport will NOT be responsible for any 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. Please let Airport Staff know as soon as possible if you cancel the meeting so the room can be available to others. Reminder: ***Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the City of Grand Prairie in any advertising or publicity. The Airport Conference Room cannot be used for political functions.***

When not being used by the Airport or other City of Grand Prairie Department, the Airport Conference Room is available for public and private meetings and programs. Rooms **must** be reserved at least one day in advance if food service is required. Other meetings will be accommodated, if possible, upon request.

Room reservations are made with the following in mind:

- 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.
- Rooms may be reserved on an annual basis. Reservations may be renewed for the following year during December.

Reservations for the Airport Conference are made in advance through contacting the Airport Administrative Office by calling (972) 237-7591. *The event must be confirmed prior to the meeting by completing and returning the Meeting Room Confirmation Form or the reservation will be released.* The form is available on the Airport's website www.gptx.org/airport or in the Administrative Office of the Airport.

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

- Children younger than eighteen are **not** to be left unattended in the Airport Terminal while parents attend meetings.
- Smoking is **not** permitted.
- Alcohol served by Mixed Up Burgers in accordance with all applicable laws is permitted.
- Each group is responsible for picking up refuse and for leaving the rooms tidy.
- Events must end by 9:00 p.m. on Monday – Saturday and 6:00 p.m. on Sunday.
- 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.

Storage for the property of organizations or individuals meeting in the room is not provided. The Airport is not responsible for materials lost or damaged.

Please call to cancel your reservation, even if you don't know until the day of the event. If a group does not show up for a scheduled reservation or does not restore the room to a clean and orderly state, the Airport reserves the right to with-hold meeting room privileges in the future.

Use of the meeting room does not imply endorsement, support, or co-sponsorship by the Grand Prairie Municipal Airport or the City of Grand Prairie of the activities that take place in the meeting room or of the beliefs of the groups using the meeting room. Groups or individuals using the meeting room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the City of Grand Prairie or the Airport in any advertising or publicity.

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

SIGNATURE _____ DATE _____