

TRUCKEE-TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 505

Formerly PI 641

Effective: August 21, 1990
Revised: September 22, 2011
September 27, 2012
August 26, 2026

SUBJECT: USE OF TRUCKEE TAHOE AIRPORT DISTRICT COMMUNITY ROOM

PURPOSE: To establish a policy stating what organizations or individuals may use the Truckee Tahoe Airport District Community Room and what fees, if any, will be charged for use of the room

POLICY:

The Truckee Tahoe Airport District Community Room is maintained for the use of the Truckee Tahoe Airport District Board of Directors to hold monthly regular and periodic special meetings. During those periods that the Truckee Tahoe Airport District Community Room is not being used by the Airport Board, it may under certain circumstances, be used by others. Outlined below are those entities or individuals authorized to use the Community Room. All entities or individuals must reserve the Community Room a minimum of one week in advance.

1. Entities authorized use of the Truckee Tahoe Airport Community Room without fees:
 - a. Non-profit Public Entities.
 - b. Non-profit Committees or groups which are Aviation Oriented.
 - c. Non-profit Social Clubs, Local Homeowners' Associations, Organizations, etc. .
 - d. Other Public Entities or Non-profit Organizations as Approved by the Airport Manager.
 - e. **The guidelines in this section are on hold for the calendar year 2027.**
2. Entities, Organizations or Individuals authorized to use the Truckee Tahoe Airport District Community Room for a Fee.
 - a. For Profit Entities or Organizations which are Aviation Oriented.
 - b. Individual Instructors who wish to hold Aviation Oriented Schools, Classes or other Instructional Type Classes.
 - c. Other requests for use of the Truckee Tahoe Airport Community Room will be addressed on a case-by-case basis by the Manager and/or the Board.
 - d. **The guidelines in this section are on hold for the calendar year 2027.**
3. Limited No Cost use
 - a. No-cost use, aviation/STEAM organizations only.

- b. Use is limited to non-profit organizations whose mission or programming is directly related to aviation, aerospace, airport operations, flight training, aviation safety, or STEAM (science, technology, engineering, arts, and mathematics).
- c. Cleaning fees may be assessed depending on usage activity and supplies/food/beverage presence.
- d. This section outlines the proposed usage of this space for calendar year 2027. It serves as a temporary trial to evaluate the feasibility of long-term community room utilization in this capacity.

David Diamond, President