



TRUCKEE TAHOE AIRPORT DISTRICT

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Policies and Procedures for Use of District Facilities

The District Community Room and Café / Lounge Area may be reserved for public use by governmental and public benefit non-profit organizations with prior District written approval. Other organizations are eligible to use these facilities for a fee if the event is cosponsored by the Truckee Tahoe Airport District. Aviation related businesses may reserve the rooms at the rates listed below. All other commercial or for-profit use is not permitted. The District does not provide additional services, related room setup and clean up, meeting supplies such as flip charts, pens, pencils, paper, equipment, coffee pots or storage of the group's equipment. No items may be attached to the walls in the meeting rooms unless the area is designated for such purposes. All groups are responsible for their own setup and takedowns of tables and chairs. Area must be returned to its original arrangement. Any trash or debris shall be deposited in the recycling or trash receptacles. Groups will be held responsible for any damage, cleanup or rearranging incurred or required. Failure to comply with these provisions may result in the revocation of the group's ability to use District facilities.

APPLICATION

A complete Facility Reservation Form and Certificate of Insurance must be submitted to the District at the above address to the attention of the General Manager.

DEPOSITS

A cleaning deposit in the amount of \$100 will be required if food is being brought in. This deposit must be paid at the time the application is filed to secure the reservation.

RECURRING VS. ONE TIME USE

Groups with recurring reservations throughout the year can pay a one-time cleaning deposit of \$100 (if applicable). For recurring use throughout the year, the room reservation fee shall be paid at least one month prior to each meeting date.

RESERVATION

Reservations are first come, first serve and are tentative until the application is completed and approved by the District. Deposit(s) and fees must be paid at the time the application is submitted to secure the reservation. Groups are asked to respect their allotted time and depart the facility promptly allowing for adequate time to setup for the next function. Room will be locked no later than 9:00 p.m. for evening meetings. Non-profit organizations may use the Community Room free of charge.

Aviation Related Business (for-profit) use fee:

| | | |
|------------------------------|---------------------------------|---------------------------------------|
| Community Room – A | (964 sf – 64 ppl. max) | \$160/hour \$500/day |
| Community Room – B | (552 sf – 36 ppl. max) | \$100/hour \$400/day |
| Community Room – Full | (1516 sf – 101 ppl. max) | \$200/hour \$600/day |

The District reserves the right to refuse any group not abiding by the rules set forth here and outlined in Policy Instruction 505 a copy of which is attached. The District further reserves the right to cancel or change location of any prescheduled use in the event the Community Room is required to conduct District business.

CANCELLATIONS

The District must be notified of cancellation 72 hours prior to the rental date in order for the group to receive refund of deposit and fees.

REFUNDS

The security deposit will be returned within 30 days of the meeting provided the room is left in an acceptable condition as determined by District staff. All facility users must leave the room or area clean and orderly and are financially responsible for any damages, cleaning and rearranging costs. Cleaning, damage or rearranging costs not covered by the security deposit(s) will be billed at the actual cost to the responsible party listed on the Facility Use Reservation Form.

INSURANCE REQUIREMENTS

All groups using the facilities must provide the District with a Certificate of Insurance evidencing general liability insurance is currently in force with limits not less than \$1 million per occurrence. Additionally, the facility user shall provide an endorsement naming the District, its officers, officials, employees and volunteers as additional insured. Possible waivers to the insurance requirement will be considered by the General Manager on a case-by-case basis.

AUDIO/VISUAL EQUIPMENT

The following audio/visual equipment is available for use in the Community Rooms only for a fee of \$35 per day. Non-profit groups are subject to the fee unless waived by the General Manager. Any costs for damage to equipment not covered by the use fee will be billed at the actual cost to the responsible party listed on the Facility Use Reservation Form.

- Portable LCD Projector & screen for computer generated presentations – (group must provide their own laptop or iPad device)
- Internet Access
- Conference Phone

FOOD AND BEVERAGES

Food service is available for breakfast and lunch catering through Runway Café at (530) 582-9351 which is on-site. Any articles, food, drink, or special equipment must be removed upon departure of the group. Kitchen facilities are available with prior approval and fee of \$50. Use of kitchen facilities includes a microwave, coffee pot and water pitchers. Groups must furnish their own coffee, coffee filters, sugar, etc. If the kitchen is used for preparation or serving of food and drink, it must be returned to its original condition.