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Policies and Procedures for Use of District Facilities-2022

The District Community Rooms and Cafe/ 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, A/V cords 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 take down of tables and chairs. **Due to IT and broadcasting requirements, tables with audio equipment cannot be moved or altered without prior approval from General Manager and assistance from District staff.** 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 \$159.00 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 \$159 (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. Non-profit organizations may use the Community Rooms free of charge

Aviation Related Business (for-profit) use fee:

Community Room -A	(964 sf - 64 ppl. max)	\$186/hour
		<u>\$700/day</u>
Community Room - B	(552 sf - 36 ppl. max)	\$133/hour
		<u>\$500/day</u>
Community Room - Full	(1516 sf - 101 ppl. max)	\$265/hour
		\$1,000/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 Rooms are 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

Projector screen available only. Groups are responsible to provide their own projector.

FOOD AND BEVERAGES

Food service is available for breakfast and lunch catering through Red Truck on the Runway Cafe at (530) 386-0257 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. **Refrigerator is unavailable for groups and reserved for aviation use only.** 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.

TRUCKEE-TAHOE AIRPORT DISTRICT POLICY INSTRUCTION

PI NUMBER 505

Formerly PI 641

Effective: August 21, 1990

Revised: September 22, 2011

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 which are Aviation Oriented.
 - c. Non-profit Social Clubs, Organizations, etc., which are Aviation Oriented, Local Homeowners' Associations.
 - d. Other Public Entities or Non-profit Organizations as Approved by the Airport Manager.
2. Entities, Organizations or Individuals authorized to use the Truckee Tahoe Airport District Community Room for a Fee: (A fee of fifty dollars for the first hour and two dollars per hour thereafter shall be charged. The increase will take effect on January 1, 2012.)
 - 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.

ZS;

Kathleen Eagan, President