

**TRUCKEE TAHOE AIRPORT DISTRICT**  
**Facility Use Reservation Form 2023**

Organization/Group: \_\_\_\_\_ For Profit related: \_\_\_\_\_ Non-Profit: \_\_\_\_\_

Name of Authorized Representative (Please print): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Complete mailing address: \_\_\_\_\_

Phone - Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose for Room Use: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

*(i.e.: organization meeting, flight school, fire training, etc.)*

**\*\* The Meeting Rooms and Lobby area are available for use between the hours of 7:00 a.m. – 8:30 p.m., no exceptions. \*\***

**Meeting Room / Area Requested:**

- Community Rm. A (964 sf) **\$186/hr** (64 ppl. max.)     Community Rm. B (552 sf) **\$133/hr.** (37 ppl. max.)     Community Rm. - Full (1516 sf) **\$265/hr** (101 ppl. max.)  
 Kitchen facilities **\$50/day**     **Projector Screen (please see item #3 below)**

Date(s) Requested: \_\_\_\_\_

Hours – From: \_\_\_\_\_ To \_\_\_\_\_ Total Number of Days: \_\_\_\_\_ Hours: \_\_\_\_\_

*(Including set-up and clean-up times. Rooms must be vacated by end of reservation time)*

Check all that apply:      Food and/or beverage will be:  Served  Sold

Cleaning Fee @ \$159/meeting (if food is being brought in)      \$ \_\_\_\_\_

Reservation Fee @ \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours      \$ \_\_\_\_\_

Kitchen Use Fee @ \$50/day      \$ \_\_\_\_\_

Total due:      \$ \_\_\_\_\_      Date Paid: \_\_\_\_\_

1. Fees must accompany reservation form. Non-profit organizations will not be charged a Room Reservation Fee.
2. All groups are responsible for their own setup and takedown of tables and chairs. Area must be returned to its original arrangement. The District does not provide additional services, room set up, room clean up, equipment or storage of the group's equipment.
3. **Screen available only. Groups are responsible to provide their own projector.**
4. No materials are to be taped, stapled, glued, or pinned to any surface unless the area is designated for such purposes. All users must provide their own supplies (i.e. easel, easel pad, marking pens, pencils, paper, etc.)
5. Any articles, food, drink, or special equipment must be removed upon departure of the group. Kitchen facilities are available with prior approval and additional fee of \$50. Groups must furnish their own coffee, coffee filters, sugar, etc. If kitchen is used for preparation or serving of food and drink, it must be returned to its original condition.
6. Any trash or debris shall be deposited in the recycling or trash receptacles and white boards wiped clean.
7. You will be held responsible for any damage incurred by you or a member of your group.
8. The District reserves the right to refuse any group not abiding by the rules set forth herein and outlined in Policy Instruction 505.
9. The District further reserves the right to cancel any prescheduled use in the event the Community Room is required to conduct District Business.

**INSURANCE REQUIREMENTS**

The applicant shall provide and maintain general liability insurance and coverage in the amount of \$1 million for bodily injury, personal injury, and property damage with the Truckee Tahoe Airport District named as additional insured. Each policy required by this clause shall be endorsed to state that the coverage shall not be cancelled or changed except after 30 days written notice has been given to the Truckee Tahoe Airport District. Use of facility will be denied if satisfactory proof of the required insurance is not received prior to the event. Facility user hereby agrees to indemnify, defend and hold harmless the Truckee Tahoe Airport District, its officers, officials, employees and volunteers from any and all claims, damages, losses, and expenses that may arise during or because of such occupancy or use of facility.

I have read the policies and procedures relating to the use of the Truckee Tahoe Airport District facilities and accept responsibility for meeting the requirements herein. I also hereby certify that I have the authority to sign this application on behalf of the above organization.

Signature (Authorized Rep.): \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Truckee Tahoe Airport District