CONFERENCE ROOM A RENTAL POLICIES AND PROCEDURES CONTRACT

CONTRACTS ARE DUE AT LEAST ONE WEEK PRIOR TO EVENT DATE

After reading each page, please initial in the space provided.

User Responsibilities:

An authorized representative of the group reserving either conference space must remain on the premises throughout the period for which it is reserved or until the gathering ends. Conference rooms must be restored to their original cleaned condition. Users of the Terminal/Business Center agree to pay for any damages caused by their event or invitees in full and further agree the work will be conducted by a contractor of the CRA choosing. All persons associated with the group including but not limited to group members, invitees, and contractors are hereby bound to all policies and procedures associated with the CRA and Terminal/Business Center.

Space Restrictions:

When renting Conference Room A, all activities of the renting party are to be completed and maintained in Conference Room A. The walk-ways are to remain clear for entering and exiting only. The airport is a public building but we ask that the event renters and event participants limit their use of the building due to the nature of our business and the cleaning of the building that has to take place after an event. Please note that additional space in the building can be rented, however, there is a charge for the space. Any damage caused by event renters or participants to the building outside of Conference Room A will be charged to the representative.

Inventory:

Airport supplies that are used during the normal use of the building are provided, however, removing the supplies from the building is prohibited. Supplies including but not limited to coffee cups, Keurig cups (k-cups), coffee filters, toiletries and cleaning supplies are provided for use while in the airport, but if they are removed from the building during an event the representative will forfeit a portion of their deposit starting with the first half of the deposit as a minimum. If the first half of the deposit does not cover the loss, the entire deposit will be forfeited and any loss over the deposit amount will be billed to the representative.
Supervision of Minors:

The airport is honored to have events for all ages and types of groups; however, we do require that all children and minors under the age of 18 be supervised by the representative at all times. Any damage caused by unsupervised children or minors will be charged to the representative. The designated rooms in the building such as offices, the pilots lounge and the vending areas are public areas and are not to be used as child areas. Please keep children and minors out of the office spaces, pilots lounge and vending areas unless there is a supervising adult. We encourage children to visit the airport to learn about airplanes and airports and are proud to offer tours to requesting parties. Please visit our website at www.clarksvilleregional.com to request a tour.

List of Prohibited Activities:

Any illegal activities or actions as governed by local, state, and federal laws. Drugs. Tobacco products (except in designated areas). Any disruptive behavior. Weapons (except those carried by law enforcement or equivalent). Use of any equipment that interferes with CRA operations or which creates any losses or liabilities to the CRA and its authority. Organization or individual gatherings that block or create a safely issue that block or impede the public right-of-way, interfere with the conduct of business, or create litter problems. Open flames (other than catering heating elements). No balloon releases. No glitter or confetti.

Reservations:

To reserve Conference Room A, a completed and signed Event Order Form must be submitted for approval AT LEAST ONE WEEK PRIOR TO THE EVENT, along with the applicable deposit at the time of reservation. Walk-in reservations are allowed but are restricted to the hours of 8am through 6pm Monday through Friday and 8am through 4pm Saturday and Sunday. Walk-in events are only granted if the space requested is not previously reserved.

Conference Room A may be reserved up to one (1) year in advance. The deposit for the space is due at the time of reservation and the fee is due by the start of the event. Use of Conference Room A is limited to the type of activity stated on the application.

Conference Room A is made available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use. Allowing a group to meet in the Terminal/Business Center does
not constitute the CRA or its affiliate’s endorsement of the group’s policies, beliefs, or practices. Advertisements or announcements by any group implying such endorsements are not permitted. Some restrictions regarding time, place, and manor of presentation may apply.

**Spaces and Fees:**

**Conference Room A** (100 people)

Available 7 days a week - $650.00 per day plus a $200 deposit due at the time of reservation**

Available 7 days a week - $325.00 per half day plus a $200 deposit due at the time of reservation**

If space other than Conference Room A needs to be utilized, charges will be determined at the CRA’s discretion. Please ask for more details.

*All alcoholic beverages MUST be served by certified tenders.

** Full amount of the room rental fee is due before the event begins. The deposit is due when the reservation is made. The deposit is available for a full refund after the manager and accounts coordinator approve the refund.

**Alcohol Serving:**

Alcoholic beverages are permitted as part of functions. All alcoholic beverages MUST be served by certified tenders. All tenders are required to check in upon arrival for event and must present their certification card prior to serving.

**Operating Hours:**

Conference Room A is available from 7am until 12am (midnight) with prior reservations. Walk-in reservations are allowed but are restricted to the hours of 8am through 6pm Monday through Friday and 8am through 4pm Saturday and Sunday. The CRA is open year-round except Christmas Day, we are closed. Walk-in events are only granted if the space requested is not previously reserved. When planning an event please make note to the available times and plan accordingly. Additional time will be charged at applicable room rate plus $50.00/hour in one (1) hour increments. All events must conclude and the event room and all surrounding areas must be cleaned and exited by 12 am (midnight). The CRA will be locked at 12:01am. No persons will be allowed to exit or enter after event has concluded. After midnight if any members of the occupying party remain, an additional rental charge of $100.00/hour in one (1) hour increments will be applied.

**Right to Cancel:**
Either party may cancel this agreement with 30 days written notice to the other without liability due to acts of God, government regulation, terrorism, disaster, strikes, civil disorders, or any other factor which neither party has control making it impossible or illegal to conduct the program consistent with those conditions that existed at the time the contract was entered into. The parties may, however, agree to go forward on such terms and conditions that may be re-negotiated. With proper written notice, any advanced deposits made shall be refunded in full to the party who made the deposit. If we are unable to process the deposit check due to insufficient funds or check cancellations, a $20 fee will be charged.

**Cancellation Fees:**

If the event is cancelled less than 30 days prior to the event date, the undersigned client agrees to forfeit one half (1/2) of the deposit. If the event is cancelled less than 14 days prior to the date of the event, the undersigned client agrees to forfeit 100% of the deposit. Any event booked within 30 days prior and thusly cancelled the undersigned client agrees to forfeit 100% of the deposit. If the contract is not complete and given to the airport at least one week prior to the event time, the event will be cancelled at the airport's discretion and 100% of the deposit will be forfeited. If for any reason a deposit check is returned to us as insufficient or cancelled, a $20 fee will be charged in addition to the deposit.

**Insufficient funds/Cancelled Check Fees:**

Any forms of payment submitted to Clarksville Regional Airport will be subject to a $20 Cancellation or Insufficient Funds Fee. This will be an additional charge to any existing balance and must be paid in full in order to complete your business with CRA. If you have cancelled an event, please allow for the proper processing time, you will receive any refunds due in accordance with the contract.

**Collections:**

All monies due in this contract are subject to collections. The client is responsible for all monies due up to and including attorney fees.

**Room Configuration:**

Tables and chairs may be configured in a variety of ways to meet your needs. Please use the page included in this package to depict the configuration you need for the event. This will be completed by CRA employees prior to or at your arrival for event. The room will be configured the day before the event, if possible. Please note that due to events on the day before will cause the room to be configured late the
night before or the morning of the event. If we are able to configure the space prior to your event, you are encouraged to come by the day before and view the space during our normal operating hours. Please also note that our normal hours are Monday through Friday 7a.m. to 6p.m. and Saturday and Sunday 8a.m. to 4p.m. (Please see Amendment I for additional information; page 7)

Parking:
Free parking is available in the front parking lot at the terminal/business center. Should additional parking be required your quests will be directed by qualified CRA personnel to additional parking located on the flight ramp.

Security:
The undersigned client will be responsible for providing security for special events. If necessary such security is to be reviewed and approved by CRA Management in advance.

Publicity:
Each group is responsible for its own publicity. Any printed publicity must include the statement: “This program is not sponsored by the Clarksville Regional Airport or its Authority”. Publicity is not to include the CRA phone number, nor may the CRA name and address be used as a mailing address.

Signage and Decoration:
Signs produced for directional purposes must be submitted to the CRA manager 24 hours prior to the event and posted by CRA staff. Materials will not be attached to walls, windows, doors, or furnishings. Unauthorized signs will be removed without notice. No open flames, masking or duct tape, glitter, confetti, silly string, etc. may be used in the conference rooms. Flameless votive candles are allowed. Please note that signage in the building that does not belong to the CRA cannot be removed or hidden unless written permission is given to the renter by the company who owns the signage.

Indemnification:
Client shall indemnify and hold harmless the Clarksville Regional Airport and its Authority, elected officials, directors, agents, and employees from and against all losses, damages, claims, cost and
expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission by the client or its employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to this contract and clients use of the premises. Client shall indemnify and hold harmless the CRA and its Authority should the facility be deemed unsafe and unusable due to act of nature or war. The CRA will not assume or accept any responsibility for damages to or loss of any merchandise or articles brought onto the premises prior to, during or following the clients event.

**Damages:**

The client is responsible for all damages, expenses, and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the client’s use of the facility and all tangible property. Repair and/or replacement cost due to damage of the CRA facilities, furnishings, and equipment will be charged to the program sponsor/client. The cost of the damages assessed by the CRA will be based on the total replacement value.

**Cleaning:**

Conference Room A must be returned to the condition in which you received it before leaving. You are responsible for disposal of all trash and other refuse. A dumpster is available for your use. The area around the dumpster should be left in the same condition as it was found. The floors are to be vacuumed before you leave following the event. Basic cleaning supplies and a vacuum are available for use. If extensive cleaning is required after your event by the CRA staff, your deposit will be withheld. Extensive cleaning will include, but is not limited to, cleaning carpets in the room and/or corresponding walkways due to food stains, garbage stains or glitter usage or cleaning all the 180°, floor to ceiling windows due to fingerprints, tape usage, or spills. Please note that these are just two examples. Our staff will gladly bring you cleaning equipment at your request.

**Cleaning Service:**

If cleaning service from our staff is requested, please see and fill out the attached Cleaning Service Request Form. There will be a charge of $200 for the first hour for cleaning of Conference Room A and
$100 per hour after the first hour. A minimum of $200 will be required at the signing of the Cleaning Service Request Form; any additional charges will be billed to the representative.

Priorities:
Priorities will be given to Montgomery County or City of Clarksville sponsored events. All other groups will be given consideration based on a “first come; first served” basis. The CRA reserves the right to preempt any event for an emergency County of Montgomery/City of Clarksville sponsored event. In such rare instances the CRA will make every reasonable effort to give ample notice and to assist the group in reserving another date. If that is not possible there will be a full refund of any advanced deposit. The CRA reserves the right to assign alternate space for the clients’ function should the original space designated should be unavailable or inappropriate based on the clients final guaranteed number of guests. The CRA and its Authority will review this policy and procedure periodically and reserves the right to change without notice at any time.
Revocation and Refusal of Authorization for Use:

The privilege of using the CRA spaces will be revoked if the activities of the conference room users negatively impact normal operations in the following ways:

- The meeting is conducted in a noisy, disorderly, or inflammatory manner.
- The size of the meeting presents personal safety or building security issues.
- The activities of conference room users are disruptive to the daily operations of the CRA.
- Client neglects to pay all required fees, or neglects to pay for damage to conference room.
- The client neglects to leave the conference room in the condition in which it was found.
- There is any violation of CRA or its Authority rules and regulations, TSA policy, Homeland Security policy, any local, state, or federal law.
- Client fails to show for a scheduled meeting without prior notification.
Amendment I – effective September 10, 2013, amended July 22, 2014

The diagram for table and chair placement is required to be turned in at least one week prior to your event if set-up by the CRA staff is requested. If this diagram is not turned in one week prior to your event, only enough tables and chairs will be set-up for the estimated number of guests listed on the Event Order Form. Our staff will not rearrange tables and chairs the day of the event if no diagram is provided at least one week prior to the event.

Inspecting the space after it has been configured to your specifications is encouraged and expected; however, inspection should be completed during the CRA’s regular business hours.

Hours of operation are Monday through Friday 7a.m. to 6p.m., Saturday and Sunday 8a.m. to 4p.m. Hours of operation are subject to change, please be sure to call before coming to inspect the room.

Showing up afterhours and requesting a viewing of the space will result in a $40.00 afterhours fee.

Please note that there are times when the space cannot be arranged to your specifications until the day of your event. In these cases, we encourage you to come by before your event to inspect the space.

Please always give the CRA staff a call before coming to view the space, a member of the staff will let you know when the space should be configured for your event.
Signatures below represents that all parties have read, understand, and agree to all provisions in this Conference Room A Policies and Procedures without any omission.

Client Name: _______________________________________________________

Client Representative (If different) _______________________________________

Client Signature: ___________________________________________ Date: __________

CRA Signature: ___________________________________________ Date: __________
Event Order Form – DUE ONE WEEK BEFORE EVENT

Event Date: ____________________ Type of Function: ____________________

Date Diagram Due: ____________ (one week before event, set-up for room to be provided)

Event Representative: ____________________________________________________________

Mailing Address: ________________________________________________________________

Phone #: ______________________________________________________________________

E-mail Address: __________________________________________________________________

Time of Event: Start ______________ Stop ______________ (Include setup/cleanup)

Estimated Number of Guests: ________________

Will there be: Alcohol _____ Catering_____ DJ____

Will you need a laptop or HDMI cable? _____

Room(s) Conference Room A _____ Conference Room B _____

Deposit: $200.00 (can be reimbursed)

Fees: $________________________ (due by start of the event)

Total: $________________________

Client Signature: __________________________ Date: _________________________

CRA Signature: ___________________________ Date: _________________________

All Major Credit Cards Accepted/Checks Payable to: Clarksville Regional Airport (CRA) or CMCRA

Initial Here _____________
Cleaning Service Order Form

Requesting Cleaning Service by the CRA after the event: Yes_____ No_____

If yes the fee applied is $200.00 for the first hour and $100.00 for every hour after for the first hour. The first $200.00 is due the day the Cleaning Service Order Form is signed and the additional fee will be billed to the event representative.

Fee: $200.00 (for first hour; due at the time of signing)

Client Signature: ___________________________ Date: ___________________

CRA Signature: ____________________________ Date: ___________________

FOR OFFICE USE ONLY

Add’l Fee: $100.00 per hour after the initial hour

Total Add’l Hours: __________________________

Total to be billed: __________________________

CRA Signature: ____________________________ Date: ___________________

All Major Credit Cards Accepted/Checks Payable to: Clarksville Regional Airport (CRA)

Initial Here _______________
Please use this page as a template for your event table and chair arrangement. This is due at least one week prior to your event if set-up is desired.