



# Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210  
(207) 786-0631 FAX: (207) 782-3024  
[www.flytomaine.com](http://www.flytomaine.com)

## Conference Room Rental Application

Please complete this form and send it separately along with payment of deposit to:  
Conference Room Reservations, Auburn-Lewiston Airport, 80 Airport Drive, Auburn, ME 04210.  
This form may also be faxed to 207-782-3024 or e-mailed to [csr@flytomaine.com](mailto:csr@flytomaine.com).

By signing this agreement, I agree to the following as the person responsible for this group:

- To ensure all participants will have left the building before me.
- To stay within the designated conference room area as agreed.
- To indemnify, defend, and hold harmless the Auburn-Lewiston Airport, and any agent or employee of the Auburn-Lewiston Airport from and against all claims and liabilities, whether proceeding to judgment, settlement, or otherwise brought to conclusion, arising out of any activities or operations performed by the group named below.
- To follow all procedures and policies established by the Auburn-Lewiston Airport for the use of its conference room.
- To inform the group of the policies and enforce them to greatest extent possible
- To be responsible for any and all charges resulting from this rental

I confirm that I have received and read ALL materials in the Conference Room Policy document.  
I further stipulate that I am the responsible party for the event

Organization name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ Contact person: \_\_\_\_\_

Contact person's email address: \_\_\_\_\_

Contact person's phone \_\_\_\_\_ Job Title/Role \_\_\_\_\_

Signed and accepted:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed: \_\_\_\_\_