



Auburn Lewiston Municipal Airport

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www.flytomaine.com

Conference Room Use Policy

The Auburn-Lewiston Airport welcomes Airport staff, tenants, and outside organizations to utilize its conference room for meetings, luncheons, conferences, receptions and events for up to 30 people. The following policy outlines the Airport's expectations for all users of its conference room. If there are portions of this policy that need clarification, or if the Airport staff may be of further assistance to you, please do not hesitate to contact us.

Conference Room Availability

The conference room located in the Main Terminal Building of the Airport and can be accessed through the main terminal doors. The conference room is available on a first come, first serve basis with first priority given for Airport use. Subsequent priority is granted to tenants, federal, state, regional, and local governmental and quasi-governmental agencies, and certain not-for-profit organizations conducting regional meetings at the sole discretion of the Airport Manager. The Airport reserves the right to approve or disapprove use of the conference room by any organization, group, or individual, collectively referred to as "User".

The conference room may be reserved on an hourly basis during normal Airport business hours: Monday thru Saturday 7 am to 7 pm, Sunday 8 am to 5pm. After hours reservations may be granted with prior approval, dependent upon unique circumstances. Please include an extra hour in the total number of hours for pre event and post event setup/clean up.

The conference room is not available for use on the following holidays: Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve and Christmas Day *(if Christmas falls on Saturday, the preceding Thursday and Friday; if it falls on Sunday, the preceding Friday and following Monday)*.

Use of the conference room may be booked no more than 180 days in advance of the proposed date of use.

Conference Room Amenities

The conference room has six 6-foot tables, two 4-foot tables, and twenty conference style chairs that can be arranged in several different configurations. See attached photos.

It has a wall mounted LED screen (70 inch) that is available in conjunction with meetings using visual aids. See Audio-Visual Equipment later in this document for more information.

Conference Room Usage Fees

All conference room reservations require a completed Conference Room Rental Application ("Rental Application") and payment of a \$100 refundable deposit to hold a date and time. Rental charges are determined by duration of use, and any operational and administrative costs supporting the rental. The Airport Secretary must approve any changes to the reservation

schedule in advance. It is the responsibility of the User to adhere to the dates set forth in the Rental Application.

Schedule of Fees:

Hourly Rate for Room	\$25
Daily rate	\$150
Fee charged for returned checks.	\$25 plus check amount
Damage Fee	Cost of Repair (may be invoiced)
Housekeeping Fee	\$150

Payment of Fees: The Airport will accept rental payments in the form of cash; check made payable to Auburn-Lewiston Airport, or credit card. Payment will be due at the time of Check out walk-thru with Airport Staff.

Clean Up: It is the responsibility of the User to schedule clean-up times within the rental period specified in the Rental Application. If cleanup is not completed within the reserved time, an hourly charge will be imposed for every hour past the designated rental period. If the conference room is not clean, an additional Housekeeping fee will be charged.

Damages: A walk-thru of the conference room with an airport staff member will take place at the end of each rental using the checklist provided in this policy to determine damage, if any. The User will be charged the cost of the repair for any damage to the premises or property belonging to the Airport.

Additional Tables and Chairs: Additional tables and chairs are not available, but may be rented through third party rental agency. Airport staff will not assist in the set-up or breakdown of rental furnishings. Rental furnishings may not be left on the premises in any location for longer than one (1) hour following the end of the rental unless prior approval is requested and received from the Airport Secretary.

Audio-Visual Equipment: The Airport does not provide projectors or computer equipment; however, the User may supply and use its own audio-visual equipment. To prevent disturbances and interference with other occupants of the terminal complex, audio equipment must be kept at a minimum audible level. Wired internet service is not provided; however, the User may use the Airport's free wireless service as available. We have an HDMI cable and a remote control for the TV available upon request.

Inclement Weather & Airport Emergency Plan

Availability of the conference room may be affected by severe weather conditions and/or emergency events at the Airport. The Airport reserves the right to revoke a reservation in the event of significant snow, sleet, ice, wind, Airport emergency or when operational needs arise that necessitate the Airport's use of the conference room. In the event that the Airport must revoke a reservation, the Airport will refund the User's money, limited to no greater than the total cost of room rental.

In the event that an inclement weather or Airport emergency-related event affects a planned rental, the Airport Secretary will attempt to notify the affected User(s) and reschedule the reservation. In the event a reservation cannot be rescheduled, the User's paid rental fees will be fully refunded.

Liability & General Requirements

All Users are responsible for following the Airport Conference Room Use Policy before the conference room is reserved. An individual authorized to enter into agreements on behalf of the organization or governmental unit must execute the Rental Application. The signature of the authorized person on the Rental Application demonstrates the organization's understanding and willingness to follow and abide by the procedures, rules and regulations. In all circumstances, the Airport's monetary liability is limited to the User's conference room rental payment.

A User may not assign or transfer any rights granted and accepted under this Agreement without written approval from the Airport Customer Service Representative.

To adhere to appropriate building and fire codes, the Airport has the right to restrict or deny use of the conference room based upon number of attendees and type of activity(s) proposed. The maximum number of occupants for the conference room is 30.

The User will be responsible for any activity that would be likely to cause damage to Airport property, or not be in the best interest of the Airport, its staff or its agents.

The Airport assumes no responsibility for the use of patented, trademarked, franchised or copyrighted music, materials or devices used or incorporated into an event. The User agrees to hold the Airport, its staff, and agents harmless from any claims or costs, including attorney fees that might arise from the use of any material described above.

Under certain circumstances, the airport may deem it necessary to require insurance coverage.

The User agrees not to post any posters, signs, cards or displays on the walls of the conference room or on Airport property without the approval of the Airport Secretary.

The Airport Manager must approve any advertisements prior to distribution and release to the public. Use of Airports official logo and or designation on any printed materials is strictly prohibited without prior written approval. The organization's or the event's name must appear larger than the conference room location's name on any printed materials.

The Airport will not be responsible for any loss, theft, or damages to personal property. The User agrees to hold the Airport, its staff and agents harmless from any claims or costs, including attorney fees, which may arise from loss, theft, or damage to personal property.

It is the responsibility of the User or its appointed party to wipe down tables and place all litter, trash, and debris from the conference room and adjoining restrooms, including all items on the floor, in the trash receptacles provided at the end of the rental.

All property belonging to the User must be removed from the conference room immediately following the rental period. The Airport staff and agents assume no responsibility for items left by any User. Any items left after the rental period will be discarded.

Printing, faxing, copying, and office equipment/supplies are not available. Arrangements for these services must be made with other third party vendors.

The person executing this Rental Application represents that he/she has authority to execute contracts on behalf of the User and is responsible for the supervision of the room. The Airport Manger may terminate an event at any time for violations of Airports procedures, rules and regulations, building and/or fire codes. Should the User violate any of these procedures, rules, or regulations, the User and all affiliated organizations will forfeit the privilege of any future use of Airport facilities without refund or offset of any rental amounts paid or payable.

Rules and Regulations

The Authority reserves the unilateral right to refuse to permit use of the conference rooms for particular activities and to refuse to rent them to any party for any reason whatsoever. The rules and regulations governing the use of airport conference rooms are as follows:

1. Applicant must be 18 years of age or older.
2. Rental must be for a legally permissible use.
3. Political events, candidate news conferences, organized or unorganized rallies, demonstrations, and fundraisers must be approved by Airport Manager.
4. Events that would or might involve the use of sexually explicit, profane or other publicly unacceptable materials, demonstrations or language are prohibited.
5. Smoking or burning of any kind (incense, cigarettes, candles, etc.) is prohibited.
6. Smoking is permitted outside the terminal building and all cigarettes shall be fully extinguished.
7. Gambling is not permitted.
8. Animals are prohibited in the conference rooms, with the exception of service dogs.
9. The User may not block or hinder ingress or egress from the building.
10. Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape or staples on walls is prohibited.
11. To prevent damage to property, the posting of signs or directional materials anywhere in the building or on Airport walls, furniture or equipment is strictly prohibited.
12. Any violation of Federal or Maine law, including possession of drugs, gambling or weapons, is prohibited. All weapons, including concealed weapons (handguns, etc.), are prohibited on Airport property.

Safety Concerns

Electrical cords may not cross access paths. All electrical cords must be fastened, covered or taped to prevent trip hazards.

Safety devices may not be moved.

Fire extinguishers must not be blocked. Users must become familiar with fire escape routes, the nearest exits, and the locations of fire extinguishers.

Exits and exit access paths must not be blocked.

Decorations

The User must arrange with caterer to supply any table linen needs (tablecloths, napkins, skirting, etc.).

The use of most tape, staples, tacks, etc. on walls, doors, and fixtures is prohibited. If the Airport deems any decorations unsafe or inappropriate, the Airport reserves the right to remove these items or have them removed. Neither the Airport nor the Airport shall be responsible for damage to any items removed pursuant to this provision.

All decorations will be removed from the building immediately following the end of the meeting or event. The use of glitter, confetti, rice, birdseed, doves, butterflies, or other celebratory devices is prohibited inside and outside of the building.

Photography & Filming Policy

All photography (still and video, print and digital) must be used only for the sole purpose of documenting or promoting the event for which the facility was rented.

Cancellation Policy

Cancellation of any scheduled conference room rentals must be in writing and received no later than 48-hours prior to the date and time of scheduled rental. Any group who fails to cancel a conference room rental within the required period will be invoiced for a full day's rental and forfeit their deposit. Failure to pay this fee will result in denial of any future rental requests.

Contact Information

Any individual requiring additional information or clarification regarding the Auburn Lewiston Airport conference room, please call the Airport Customer Service Desk at (207) 786-0631. Please send all correspondence to:

Auburn Lewiston Airport
Attn: Customer Service
80 Airport Drive
Auburn ME 04210
csr@flytomaine.com

Conference Room Use Policy

Check in and Check out Procedures

Our goal is to have the room readily available for a meeting immediately following yours. This is a copy of the Check-in and Check-out Procedures to read in advance of your meeting. You will receive another copy when you check in at the Reception desk the day of your meeting and sign off with our Customer Service Representative after reviewing the Conference room before beginning to set up. Once your meeting has completed, our Customer Service Representative and you will inspect the conference room.

	Check In	Check out	Remarks
Deposit received			
Chairs straightened and pushed in			
Airport Safety Briefing			
Tables back in their original order			
Table/counters wiped off (clean, no damage)			
Walls and Windows (clean, no tape, holes, marks)			
Floor swept if necessary (no dirt, debris, scuffs, dents)			
Coffee Station is clean			
Trash is thrown away or recycled			
Lobby Furniture (no scratches, rips, dents)			
Bathrooms			
Rental payment made			

Check In

Check Out

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User

User