

# SOUTH SAINT PAUL MUNICIPAL AIRPORT CONFERENCE ROOM RENTAL APPLICATION



DATE(S): \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_ APPROXIMATE GROUP SIZE: \_\_\_\_\_

RESPONSIBLE PERSON (CONTACT PERSON):

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

## RATES:

Room Rental Rate \$25.00/hr (4-hour minimum)

Cleaning Rate \$30.00/hr (1-hour minimum, if required)

Tax Rate is 7.125% and will be applied to the final bill

## USER AGREES TO OBSERVE AND COMPLY WITH THE FOLLOWING RULES AND REGULATIONS

1. Reservations, postponement, and cancellations are coordinated through the Airport Management office located at in the Airport Terminal Building, 651-554-3350. The room is first come – first served. To check on availability please call the airport office. We require a cancellation notice of 48 hours in advance or a 10% administrative cost will be charged. We are not responsible for catering cancellation.
2. Use agreements are non-transferable.
3. Users are responsible for cleaning up after their activity and restoring furniture and equipment back to its original condition and location. Trash should be collocated at the rear of the room, or taken to the trash bin in the first storage closet on the west side of the building.
4. Food is allowed, each group is responsible for their own food arrangements. Catering services must be arranged directly with your preferred caterer. We are not responsible for organizing your setup or pick up time for catering. You must be present during their setup to ensure completeness.
5. ALCOHOL is NOT permitted anywhere in the the Airport Terminal or outside the Terminal Building.
6. Smoking is not permitted anywhere in the Airport Terminal.
7. The conference room has the following equipment for use: tables, chairs, whiteboard, and audiovisual equipment.
8. An invoice will be issued upon payment for the use of the conference room. Payment is preferred before the start of the event. Please make checks payable to the "City of South St. Paul", we can also accept credit card and cash payment.
9. We have cleaning supplies available, please ask. If the room requires cleaning, i.e. the room has food/trash on the floor, tables are covered are dirty, the responsible person will be billed.
10. Damage/Liability to the property will be charged back to the responsible party for full reimbursement. We reserve the right to request proof of liability insurance with the City of South St. Paul named as an additional insured party prior to the event date.

Please Initial:

\_\_\_\_\_ I authorize and verify that the information provided on this form is correct.

\_\_\_\_\_ I have received a copy of the Conference Room Policy along with this application and agree to all of the policies stated therein.

\_\_\_\_\_ I acknowledge and agree that the use of the Airport Conference Room is undertaken at my own risk. Neither the **City of South St. Paul** nor any of its directors, officers, or employees are responsible for any injury, lost or stolen property of user or its invitees on the City property, or for theft or damage to vehicles parked at or near the City's property.

\_\_\_\_\_ I agree to pay the **City of South St. Paul** for use of the conference room according to the terms stated on this agreement.

\_\_\_\_\_ I acknowledge that the City's agreement to allow my organization the use of the conference room neither constitutes an endorsement nor recommendation by the **City of South St. Paul** of my organization's beliefs, policies, or programs.

\_\_\_\_\_ If applicable, I have enclosed a Certificate of Insurance as requested.

\_\_\_\_\_ In order to avoid confusion with the **City of South St. Paul's** activities, I/we agree that no mention of the **City of South St. Paul** will appear in the title of the event or in any written or web based materials or media relations including posters, announcement, prospectus, or any other text. The **City of South St. Paul** may, however be mentioned when indicating the location of the event and the name of the building, but this information must be in lettering that is considerably smaller in relation to the rest of the text.

**We agree to abide by the Airport Conference Room usage policy as printed above.**

\_\_\_\_\_  
Signature - Person Responsible

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Airport Management Staff

\_\_\_\_\_  
Date