

CONFERENCE ROOM RENTAL POLICY

User requirements:

- Minimum 21 years old and
- The executive officer of an organization, if an entity, registered in Pennsylvania and
- Agrees to always accompany any minors during rental time slot
- OR Butler County Airport Authority (BCAA) tenant

Rental fees:

- Time frame shall include any set up or clean up time
- Each available time slot costs a minimum of \$100.00 per day and \$100.00 per time slot:
 - 8:00 a.m. to noon
 - Noon to 4:00 p.m.
 - 5:00 p.m. to 9:00 p.m.
- All entities, groups, or persons shall provide a Certificate of Insurance showing general liability insurance coverage
- OR BCAA Tenant, upon application, may receive Airport Manager approval to use conference room for no more than four hours each month or 48 hours each calendar year for free; any use thereafter charged at the above rates

Prohibited activities

- Smoking
- Consumption of alcoholic beverages
- Disorderly conduct as determined by any emergency control response official or airport authority staff or board member
- No disturbance of fire control, smoke control, security systems, electrical systems, technology systems, or airport systems
- No physical damage to building, contents, technology components or systems, or grounds
- No attachment of decorations or signage to furniture or walls
- No large vehicles in parking lot
- Occupation of the building between the hours of 9:00 p.m. and 7:00 a.m.
- Any activity which would or does interfere with the functions of the airport, airport authority, or authority tenants' use of their rented spaces
- Religious or political or partisan events
- Events for the purpose of selling goods or services
- Illegal activities or activities likely to incite illegal, violent, or otherwise uncivil behavior
- More than one meeting per week per applicant
- Any access onto airfield unless authorized by Airport Manager or Operations Manager and noted on the rental application
- Any activity with more than thirty-five (35) attendees

Additional:

- The Airport Authority reserves the right to close the conference room to public use or cancel any event or reservation at any time. The authority is not responsible for any personal property brought into the building.
- The Airport Authority reserves the right to refuse reservations to any individual, organization or event.
- Payment shall be made when making the reservations, by cash or check made payable to the Butler County Airport Authority.
- A damage fee, covering any actual required repairs or necessary cleaning, may be charged if any facilities or contents of the administration building or terminal are damaged or left unclean.
- Reservations are accepted on a first-come, first-serve basis with BCAA, BCAA tenants, and aviation-related entities or events having priority.

APPLICATION

Applicant Name:
Applicant Organization, if applicable:
Phone:
Address:

Date of activity:
Time slot:
Description of activity:
Anticipated number of attendees:

Additional emergency contact person:
Phone number of above:

I hereby agree, as evidenced by my signature below, to rent the Conference Room in the Administration Building of the Pittsburgh-Butler Regional Airport/Butler County Airport Authority, located at 473 Airport Road, Butler, PA 16001, in accordance with all aspects of the "Conference Room Rental Policy" and all directions given by the Airport Manager or Maintenance Manager.

Additionally, it is hereby understood and agreed that Applicant, herein above named, hereby release, discharge and waiver forever any claim against Butler County Airport Authority, its Board of Directors, employees, agents, and their heirs, successors, and assigns from any claim for loss, injury, or damages, of any nature whatsoever which may arise in the course of, or as a result of Applicant's use of the afore named Conference Room under the terms and conditions of the within Application. This release and waiver shall include any and all action, causes of action, claims and demands of whatsoever kind resulting from any known or unknown injuries, losses, or damages sustained or received by any person or entity, property thereof, arising, occurring, or resulting during, as the result of, or in the course of the use of the Conference Room under this Application, regardless of when such claims arise.

Additionally, it is further understood and agreed that Applicant shall hereafter indemnify, save and otherwise make whole the Butler County Airport Authority, its Board of Directors, employees, agents, and their heirs, successors, and assigns for any losses or expenses incurred as the result of any and all claims, action caused of action, or demands advanced by whatever source and for whatever reason as the result of, or in any way related to Applicant's use of the Conference Room authorized under this agreement.

Witness

Applicant

Date

For Butler County Airport Authority Use Only:

Notes:

Fees collected \$ _____ by _____ number _____

Calendared:

Post-event condition: