

MANASSAS REGIONAL AIRPORT

GUIDELINES FOR USE OF TERMINAL BUILDING SPACE

1. USE OF TERMINAL BUILDING SPACE

Reservations for use of the Manassas Regional Airport Terminal Building must be made at least 7 days in advance. These facilities are to be used **for business meetings, conference and seminars that are related to aviation**. The first priority for airport conference rooms and facilities go to the Airport Staff, Airport Commission, City Council and City Departments.

- A. The first floor conference room is referred to as the Jet Conference Room. It is available Monday through Friday from 8:30 a.m. until 5:00 p.m.
- B. The second floor conference room across from the Airport Administration Office is referred to as the Prop Conference Room. It is available Monday through Friday from 8:30 a.m. until 5:00 p.m.
- C. Terminal Lobby and 2nd floor conference room across from the elevator is referred to as the Helicopter Room. These areas are available Sunday through Saturday from 7:30 a.m. until 10:00 p.m.

Reservations can be made by contacting Airport Staff at (703) 361-1882, during normal business hours, Monday thru Friday between 8:30 a.m. and 5:00 p.m. Reservations are on a first come, first serve bases.

2. USES NOT PERMITTED

The Airport does not permit fund raising activities, recreational activities, or any activity charging an admission.

3. HOURS AND PRIVILEGES

The hours and privileges for use of the Airport Terminal Building are as follows:

- a. Smoking is not allowed anywhere in the Airport Terminal Building.
- b. Reservations can be made no sooner than sixty (60) days in advance.
- c. Reservations need to be made at least 7 days in advance.
- d. Each group must bring their own supplies, equipment, etc. and remove them at the conclusion of their meeting.
- e. The Airport Director may deny re-use of the facilities if any organization/group/user does not leave the area used in a clean, orderly condition and/or the equipment has not been maintained properly or furniture is not put back in its original spot. A \$100 fee may be charged to cover any cost to return the facilities and/or equipment to the original condition and further requests for use of the facilities will require a refundable deposit.
- f. The Airport reserves the right to close the building to the public due to weather or any emergency conditions.

4. ALCOHOLIC BEVERAGES

Alcoholic beverages are strictly prohibited.

5. PARKING

Parking is available in the Airport Terminal Building Parking Lot. Parking in front of the Terminal is prohibited.

6. MISCELLANEOUS PROVISIONS

A key is required for use of the Jet Conference Room. Those with reservations may pick up the key from the Airport Office Monday thru Friday between 8:30 a.m. and 4:30 p.m. Key holders are responsible for locking the conference room after the meeting has commenced and returning the key to the airport office by 5pm.

There is a \$50 replacement fee for lost keys to any Airport facility.

Rearrangement of furniture is permitted but the tables and chairs must be put back in their original configuration. All trash accumulated by the user during the meeting must be removed. All left over food must be removed.

Neither the name nor the address of Manassas Regional Airport may be used as the official address or headquarters of an organization that does not have a lease agreement with the Airport.

Any individual or group using the Airport Terminal Building is responsible for the proper conduct of its members and/or guests. All persons using the facilities are responsible for maintaining neatness and proper conduct. Betting or gambling in any form is prohibited. Riotous, boisterous, threatening or indecent or illegal conduct or the use or abuse, threatening, profane, or indecent language shall not be permitted.

All requests for cancellation of reservations shall be made as soon as possible out of courtesy to the Airport staff.

Permission to use the Airport Terminal Building may be revoked by the Airport Director upon failure, refusal, or neglect of the group or organization to observe and comply with any of the policies and regulations concerned with this policy on the use of the Airport Terminal Building facilities.

The City of Manassas and Manassas Regional Airport assume no responsibility for property brought on the premises by an organization, its members or guests or for lost or stolen items. The City of Manassas and the Airport also assume no responsibility for injury or illness sustained and/or contracted on the premises.

The Airport shall provide an Application for Use of the Terminal Building Facilities. The person signing the application and the organization which he/she represents shall be financially responsible for any damage to the facility, its furniture and equipment during the period of use.

7. APPLICATION FOR USE OF THE AIRPORT TERMINAL BUILDING

The Airport Director shall require a written application to be submitted at least 7-days in advance of the date(s) being requested for use of the Airport Terminal Building facilities.