



Conference Room Use Policy

The Gerald R. Ford International Airport Authority (“GFIAA”) welcomes Authority staff, tenants, and the public to utilize its conference rooms for meetings, luncheons, conferences, trainings, and events for up to ninety-six people. The following policy outlines the GFIAA’s expectations for all users of its conference rooms. If there are portions of this policy that need clarification, or if the GFIAA may be of further assistance to you, please do not hesitate to contact us at 616-233-6044.

Conference Rooms and Availability

All conference rooms available to the public are located on the mezzanine level of the airport.

- Grand Rapids Room - One high top table with seating for seven.
- Kent Room - One table with seating for eight.
- Michigan Room - One table with seating for twelve.
- Ford Room - Classroom style set up of nine tables with seating for eighteen.
- Cascade Room - One table with seating for eight. (Not available for public use)

Conference rooms are available on a first come, first serve basis with priority given for GFIAA use. The GFIAA reserves the right to approve or disapprove use of a conference room by any organization, group, or individual, collectively referred to as “User”. The conference room will be available at the time reserved. If time is needed for set up or take down that must be incorporated into the requested reserved time. For the sake of other reservations, the time frame requested will be adhered to and not extended without approval from the Room Administrator.

Rules and Regulations

The Authority reserves the unilateral right to refuse to permit use of the conference rooms for 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:

- Rooms shall not be granted to a tenant for more than 5 days at a time, separated by 5 days. (For example: A room needed by XYZ tenant from 1/1-1/31 will not be allowed but can be broken up from 1/1-1/5 and 1/11-1/15, with no room usage from 1/6-1/11.)
- A tenant is only allowed to use one room per day. A tenant will no longer be able to use multiple rooms per day.
- Rooms shall not be granted for more than a 4-week period for any recurring meeting. (For example: A room needed every Monday from 12:00-1:00, can only be scheduled for 4 weeks. The room will not be available to be scheduled for the following 4 weeks. At which time, you may request the room again.)
- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use.
- Events that would or might involve the use of sexually explicit, profane, or other publicly unacceptable materials, demonstrations or language are prohibited.
- Smoking or burning of any kind (incense, cigarettes, candles, etc.) is strictly prohibited.
- Smoking is permitted outside the terminal building only.
- Parking fees are not included as part of the Agreement. Organizers and attendees are responsible for their own parking costs.
- Food and beverage service is not provided. Organizer or their designee is responsible for all arrangements and associated clean-up related to food and beverage service.
- Event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures, or furniture that is caused by parties attending their event. In the event of damage to the room or its furnishings, the replacement costs or repair costs will be invoiced to the organization renting said room.
- Room set-up and clean-up is the responsibility of the User. The conference room must be left in the condition that it was in prior to the event.
- Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape, or staples on walls is prohibited.
- Reservations will not be confirmed until payment is received in full.
- Area(s) adjacent to the conference rooms are to be kept in a clean and orderly manner.
- Users are not permitted to block or in any way hinder ingress to and egress from the conference rooms, hallways, stairs, elevators, and common areas.
- All conference rooms are equipped with tables and chairs which are not to be repositioned.
- To prevent damage to property, the posting of signs or directional materials anywhere in the building or on GFIAA walls, furniture or equipment is strictly prohibited.
- Rental fees are to be paid in full prior to the event.
- 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 time frame will be invoiced for a full day's rental. Failure to pay this fee will result in denial of any future rental requests.

Liability & General Requirements

- All Users are responsible for following the GFIAA Conference Room Use Policy before any conference room is reserved. An individual authorized to enter into agreements on behalf of the governmental unit or organization must execute the Rental Application. The signature of the authorized person on the Rental Application demonstrates the governmental or organization's understanding and willingness to follow and abide by the procedures, rules, and regulations. In all circumstances, the GFIAA's monetary liability is limited to the User's conference room rental payment.
- 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 GFIAA, its staff or its agents.
- The Authority will not be responsible for any loss, theft, or damages to personal property. The User agrees to hold the GFIAA, 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 rooms, including all items on the floor, in the trash receptacles provided at the end of the rental. All lights must be turned off upon departure.
- The User will leave the facility (including outer grounds and parking lot) neat, clean, and orderly.
- All property belonging to the User must be removed from the conference room immediately following the rental period. The GFIAA, its 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.
- 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.
- The GFIAA may terminate an event at any time for violations of GFIAA procedures, rules, regulations, building and/or fire codes.

TERMINAL BUILDING CONFERENCE ROOM USE PERMIT

The Gerald R. Ford International Airport Authority grants to:

(COMPANY NAME)

(ADDRESS)

("Grantee") the privilege and right to use the conference room, along with any special equipment, on the dates and times on Exhibit A, located in the Gerald R. Ford International Airport (Airport) Terminal Building:

Grantee shall comply with the Airport Rules and Regulations (incorporated by reference – copies available upon request), Airport policies, or any directives issued from time to time by Grantor governing the authorized activities by this Permit.

Grantee shall clean and/or restore the facilities or equipment to the same condition in which it was received, and shall repair and pay for any damage to Airport property, facilities or equipment resulting from its activities on the Airport.

Grantee shall protect, defend, and hold Grantor and its officers and employees completely harmless from and against liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Conference Room Use Permit and/or the use or occupancy of the Assigned Premises by Grantee, or the acts or omissions of Grantee, its officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death, or damage may occur, except to the extent such injury, death or damage is caused by the act or omission of Grantor, its agents, representatives, contractors or employees. Grantor shall give to Grantee reasonable notice of any such claims or actions.

- ♦ Nothing in the room is to be removed or rearranged.
- ♦ All amenities must be requested in advance.
- ♦ Room layouts are "as shown": No Exceptions.
- ♦ Payment to be made with Amex, Discover, MasterCard, or Visa
- ♦ Use of the Authority's office equipment (e.g., fax machine, copy machine) is NOT PERMITTED.

Issued: _____

This is only a request.

A Room Administrator will send confirmation once approved.

I acknowledge that I have read, understand, and agree to the GFIAA Conference Room Policies and Use Form:

(GRANTEE COMPANY NAME)

By _____
(NAME PRINTED)

(SIGNATURE)

Its _____

GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY

By _____

Its _____



TERMINAL BUILDING CONFERENCE ROOM USE PERMIT

EXHIBIT A

GRANTEE:

(COMPANY NAME)

(ADDRESS)

CONTACT INFO:

(PHONE)

(FAX)

Room	Amenities	Seating	Rates
Grand Rapids Room	Marker Board Smart Board	7	\$30/hr \$85/half day \$175/full day
Kent Room	Marker Board, Wall *VDU, Teams Conferencing	8	\$30/hr \$85/half day \$175/full day
Michigan Room	Marker Board, Wall *VDU, Teams Conferencing	12	\$35/hr \$100/half day \$200/full day
Ford Room	Marker Board, Wall *VDU, Teams Conferencing	18	\$45/hr \$125/half day \$250/full day

TERM OF USE:

*VDU - Video Display Unit

DATE _____

START TIME _____

END TIME _____

AUTHORIZED ACTIVITIES

Grantee is hereby permitted to occupy and use the following for the period specified above: Propping the ajar or removal of furniture from the room is strictly prohibited.

CONFERENCE ROOM

- | | | |
|--|--|---|
| <input type="checkbox"/> Grand Rapids Room | <input type="checkbox"/> Michigan Room | Cascade Room (unavailable for public use) |
| <input type="checkbox"/> Kent Room | <input type="checkbox"/> Ford Room | |

DETAILS



LOSS OR DAMAGE

Grantee assumes and shall bear the entire risk of loss, theft, destruction, or damage of or to any part of the equipment ("loss or damage") from any cause whatsoever, whether or not covered by insurance, and no such loss shall release Grantee of its obligation under this Permit in the event of loss or damage. Grantee, at the sole option of Grantor, shall (a) at Grantee's expense, repair the equipment to the satisfaction of Grantor; or (b) at Grantee's expense, and to the satisfaction of Grantor, replace the equipment with similar or like equipment in good condition and repair and of comparable value, with clear title thereto in Grantor.

All displays in the rooms are HDMI only