

Beaufort County Airport - Lady's Island Conference Room Application



Complete and return this application to the Beaufort County Airport Operations Desk. Bookings are not confirmed until this application has been approved by the Beaufort County Airport Director or Designee

Activity Date: _____ Starting Time: _____ Ending Time: _____ Anticipated Attendance: _____

Activity Name: _____

Activity Purpose: _____

Sponsoring Organization Name and Mailing Address: _____

Individual Responsible for Booking and Monitoring (must be present in reserved space during entire use period):

Contact: _____ Phone Number: _____ E-Mail: _____

Conference Room Rental Fee: \$ _____ Payment: Cash Check VISA Master Card

Conference Room Use Policy:

- Room scheduling is on a first-come, first-served basis and must be scheduled at least 30 days prior to the event. Reoccurring use is limited to one use each month. The room is available only during regular airport hours of operation and in an "as is" condition. Cancellation or scheduling changes must be in writing and be by the same person who scheduled the event
- Conference Room rental fee is \$30 (up to 4 hours) and \$60 (4-8 hours). Associated fees are due at least 10 days prior to the event. Fee refund, less 25%, can be made if the event is canceled at least 5 days in advance. The Airport Director has the discretion to waive application and/or rental fees.
- Conference Room maximum capacity is 30 people and shall not be exceeded
- Room may be used only with the approval of the Airport Director. Facilities are available without regard to race, color, religion, sex, sexual orientation, age, national origin, and/or disability
- No smoking or drug use is permitted on airport property or this conference room. Alcohol may be available for some events only with the approval of the Airport Director. Requests for alcohol use must be made in writing in advance to the Airport Director.
- The Airport Operations Area is off-limits to meeting attendees unless arrival was by aircraft
- Any publicity needs to state the Airport is not the event sponsor
- Set-up and clean-up of the room are the responsibility of the activity organizers and must be restored to its original state upon completion, NLT 15 minutes prior to airport closure
- The applicant/event sponsor assumes all risks incident to or in connection with the permitted event and shall be solely responsible for damage or injury or whatever kind to persons or property. Beaufort County is to be indemnified and held harmless
- The Airport Director has discretion over all scheduling and fees

Applicant Signature: _____ Date/Time: _____

Airport Director Signature: _____ Date/Time: _____

Conference Room Status: Application Confirmed: _____ Application Denied: _____