



AVIATION DEPARTMENT

Meacham Conference Center

Rules for Usage

To promote civic interaction and cooperative efforts, the Fort Worth Aviation Department (Aviation) welcomes the use of its Meacham Conference Center by Tenants and the public. Rules for Usage are as follows:

1. The Conference Center is available at no charge to Aviation sponsored activities and currently serving City Council members. Aviation rents the Conference Center to other City Departments, its Tenants, and members of the public for a fee (see *Rental Rates, Conference Center Reservation* form).
2. Use of the Conference Center will not be permitted to groups that practice, profess, or have as their policy, officially or unofficially, discrimination against any person on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, gender expression and transgender. Groups affiliated with organizations, which practice, profess or have a policy of such discrimination will not be permitted access. Aviation reserves the right to consider all relevant sources of information in arriving at a determination of such discrimination, including articles of incorporation, constitution and bylaws, and published materials of the applicant or of the organizations with which it is affiliated. Aviation reserves the right to have a member of its staff present at each scheduled meeting or event. Meetings and events need not be open to the general public.
3. A rental agreement, though confirmed, may be canceled by Aviation in the case of inclement weather or natural disaster. Furthermore, Aviation reserves the right to cancel reservations for cause at the discretion of the Airport System's Director or his/her designee. If any of the above were to occur, a full refund will be provided.
4. Use of Aviation's Conference Center for non-Aviation sponsored programs does not constitute endorsement on the part of Aviation or the City of Fort Worth. Any materials promoting an event or meeting held in the Conference Center (e.g., flyers or posters) may list the Aviation Department as the location but may not imply Aviation sponsorship. All publicity must be approved by Aviation prior to distribution.
5. Reservations for the Conference Center will be made on a first-come, first-served basis. The Conference Center is available Monday through Friday from 8 a.m. to 5 p.m. at standard rates. All other times, including holidays, are considered after-hours (see *Rental Rates, Conference Center Reservation* form). All applicants must adhere to the following:
 - A. Applications may be submitted to Aviation in-person, electronically or by mail not more than 12 months in advance of the reservation date. Applications are available at Meacham International Airport, Spinks Airport or online at www.meacham.com/community-outreach/. Reservations made by phone are subject to final approval upon completion of the application. Applications must be completed and signed by an adult, 21 years of age or older, representing the group requesting use of the Conference Center. All inquiries concerning a Conference Center reservation will be referred to the Event Contact Name as it appears on the application.
 - B. Tenants may not rent the facility for another organization. If a Tenant rents the space, the Tenant must be using the space and be present at all events for which the Conference Center has been rented in the Tenant's name.
 - C. Approval for Non-Profit rates will be based upon review of proper documentation. To qualify for a Non-Profit rate, the applicant must provide a copy of the organization's tax-exempt status and other information as may be requested by Aviation.

- D. Any payment due must be received 10 business days in advance of the reservation. If payment is not received within this time frame, and an attempt to contact the applicant is unsuccessful, Aviation may cancel the reservation.
- E. Applications will be honored for the date listed on the form. Any changes to the date may be made by the applicant based upon the availability of the room, in writing, and within 30 days of the original request. Additional applications must be made for additional dates and times. Multiple reservations may be made. However, Aviation reserves the right to limit the number of meetings held by any one Lessee in order to make space available for as many different organizations and events as possible. Any on-going program, defined as more than once a month, must be approved by the Director of Airport Systems or his/her designee.
- F. Cancellation, dependent on timing, may result in forfeiture of all or partial deposits and fees paid:
- Cancellations made more than 30 days prior to the schedule event will be refunded all rental fees, and the deposit less \$50 administration fee.
 - Requests less than 30-days prior to the scheduled event will result in forfeiture of deposit.
 - Cancellations less than 48 hours prior to a scheduled event will result in a loss of deposit and 50% of rental fees.

No cash refunds will be provided. All refunds will be processed by Aviation within 45 days. Failure to comply with cancellation procedures will result in the loss of all fees paid. Fees paid for Conference Center rental are non-transferable to other Lessees.

6. Use of the Conference Center by Lessee implies acceptance of the terms and conditions of this policy, as well as acceptance of responsibility for the orderly conduct of programs; ensuring that attendees do not interfere with regular Aviation services or endanger Aviation employees, patrons, or property. Failure to comply will result in the termination of the meeting and the possible refusal of future rental requests.
7. All individuals using the Conference Center and associated facilities must comply with health, safety, fire, noise, and occupancy codes and ordinances of the City of Fort Worth. Meetings or events involving minors must be supervised by an adequate number of adults, 21 years of age or older. Aviation requires that there be 2 adults for a group of 30 youth or fewer. One additional adult is required for each additional increment of 15 youth.
8. Availability permitted, Conference Center preparation/set up may begin no more than 3 hours prior to the event; this time should be included in the application under *Meeting Set-Up Date, Start Time*. All events must be completed and the room vacated by the time designated in the Agreement; if not, additional charges will be incurred. Time for tear-down should be included in the application under *Meeting End Date, End Time*. If Lessee is utilizing Conference Center tables and chairs, Aviation staff is responsible for set up, tear-down, and clean-up. A fee for these services will be charged to the Lessee.
9. A limited number of chairs and tables shall be available for use by the Lessee. The Lessee may provide tables and chairs at their own risk and expense, which Lessee must be set up and take down. All supplies and equipment used by the Lessee must be removed from the Conference Center no later than the *Meeting End Date, End Time* as indicated on the Application; the Lessee will forfeit deposit, may incur additional fees, and may compromise future rental opportunities if these times are not adhered to.
10. Attendance at meetings or events will be limited to the capacity of Aviation's facilities. Please refer to application for the specific capacity.
11. Lessees may use a caterer of his/her choice to provide food and beverages. The Lessee is responsible for the caterer and actions of the caterer. Use of the kitchen is included in rental charges. All leftover food, beverages, containers, dinnerware/flatware, etc. must be removed and/or disposed of in appropriate trash receptacles. Failure to do so will result in total or partial forfeiture of deposit and may result in additional charges.

12. **Lessees may hold events in which alcohol is served. All events serving alcohol require approval from the City of Fort Worth. An e-mail, from the contract signature authority, requesting approval to serve alcohol must be received by Aviation at least 8 weeks prior to the event.** Alcohol may be provided on a self-serve basis. Anyone serving alcohol must be licensed to do so by the Texas Alcoholic Beverage Commission (TABC). A copy of their TABC license will be required for validity prior to the beginning of the event. Alcoholic beverages may not be possessed or consumed on the premises by anyone less than 21 years of age. Alcohol must be confined to rented areas. Individuals and/or organizations serving alcoholic beverages are responsible for any damages to the facility or related injuries. Alcohol may NOT be sold unless a permit or license is obtained from the TABC and written permission received from the Aviation Director and/or his/her designee. All other Federal, State, and local laws apply. Whenever alcohol is served, uniformed police officer(s) are required and must be scheduled at Lessees expense.
13. Neither Aviation, nor its employees, is responsible for the property of any applicant or attendee. Aviation facilities are not equipped to store equipment, literature, or other items. No physical changes to the room are allowed except for furniture rearrangement. Applicants are responsible for removing trash and leaving the room as found. Activities involving more than normal wear and tear will not be permitted. Lessees will be held responsible for all damages. Aviation staff will inspect the Conference Center at the conclusion of the reservation period; any damage identified will first be deducted from the deposit and any remaining amounts charged directly to the Lessee.
14. Aviation shall approve all decorations prior to the rental period. All decorations shall be freestanding and fireproof. No candles or open flames permitted, including candles on birthday cakes.
15. Prohibited activities include: soliciting, direct marketing, or actively selling items or services, fund-raising activities or events, except those directly benefiting Aviation or the City of Fort Worth, gambling, lotteries, games of chance, bingo, illegal drugs, and rallies or campaigns for specific candidates or political groups. Smoking is prohibited except in designated smoking areas identified outside of the first (ground) level of the building.
16. Prior approval by Aviation is required for the Lessee to collect fees for admission or to sell food, drinks or commodities in the Conference Center or surrounding premises.
17. Aviation is not responsible for providing security for the Lessee or their attendees. Lessees are responsible for their own security needs. Aviation reserves the right to require security in all instances in which the circumstances warrant. It will be the responsibility of the Lessee to make arrangements for security at the Lessee's expense and provide documentation to Aviation that security has been obtained.
18. New reservations will not be accepted until all outstanding invoices are paid in full.
19. All Lessees shall indemnify, defend, and hold harmless the Aviation Department, the City of Fort Worth, its officers, agents, and employees from and against any and all claims, suits, and actions of any kind, arising, resulting, and accruing from any negligent act, omission, or error of applicant, group or organization resulting or relating to personal injuries or property damage arising from the applicant, group, or organization's use of Aviation's facilities.

This policy is effective as of October 1, 2017, and will remain in effect until rescinded or modified in writing. Any changes may be made without notice to Conference Center Lessees.