



## DEPARTMENT OF AVIATION

### Meacham Conference Room Policy

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

1. The conference room is available at no charge to DOA sponsored activities and currently serving City Council members. The DOA rents the conference room to its tenants, other City Departments, and members of the public for a fee.
2. Use of the conference room will not be permitted to groups that practice, profess, or have as their policy (official or unofficial) discrimination against any person on the basis of race, color, sex, religion, national origin, age, disability, sexual orientation, gender identity, gender expression and transgender; nor shall access be permitted to groups affiliated with organizations which practice, profess or have a policy of such discrimination. The DOA 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. The DOA 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 the DOA in the case of inclement weather or natural disaster. A full refund will be provided. Furthermore, the DOA reserves the right to cancel reservations for cause at the discretion of the Department's Director or his designee.
4. Use of the DOA's conference room for non-DOA sponsored programs does not constitute endorsement on the part of the DOA or the City of Fort Worth. Any materials promoting an event or meeting held in the conference room (for example, flyers or poster) may list the DOA as the location but may not imply DOA sponsorship. Any and all publicity must be approved by the DOA prior to distribution.
5. Reservations for conference room will be made on a first-come, first-served basis. The conference room is available 8 am to 5 pm on weekdays excluding holidays. All other times, including holidays, will be considered after-hours. All applicants must adhere to the following:
  - A. Applications may be submitted in person or by mail to the DOA no more than 90 days in advance of the reservation date. Applications are available at DOA locations or online at [www.fortworthgov.org/aviation](http://www.fortworthgov.org/aviation). Reservations made by phone are subject to final approval upon completion of the application. Applications must be completed and signed by an adult, 21 or older, representing the group requesting use of the conference room. All inquiries concerning a conference room reservation will be referred to the person signing the application.
  - B. Approval for non-profit rates will be based upon a review of proper documentation. To qualify for the non-profit rate, the applicant must provide a copy of the organization's tax-exempt status and other information as may be requested by the DOA.
  - C. 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, the DOA may cancel the reservation.
  - D. 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. Additional applications must be made for additional dates and times. Multiple reservations may be made within the 90-day time frame. However, the DOA reserves the right to limit the number of meetings held by any one applicant, group, or organization in

order to make space available for as many different programs and events as possible. Any on-going program, defined as more than once a month, must be approved by the DOA director or his designee.

- E. Cancellation requests made at least 48 hours in advance of the scheduled event will result in a 50% refund of fees paid. No cash refunds will be provided. All refunds will be processed by the Department of Aviation within 45 days. Failure to comply with cancellation procedures will result in the loss of fees paid.
- 6. Use of the conference room by any applicant, group, or organization implies acceptance of the terms and conditions of this policy, as well as accepting responsibility for conducting orderly programs and ensuring that attendees do not interfere with regular DOA services or endanger DOA employees, patrons, or property. Failure to comply will result in the termination of the meeting and the possible rejection of future rental requests.
- 7. All individuals using the conference room and 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.
- 8. Conference room preparation may begin no more than 30 minutes before the event. All events must be completed and the room vacated by the time designated in the agreement; otherwise, additional charges will be incurred. The DOA can furnish a limited number of tables and chairs for the meeting or event. However, the DOA cannot provide staff to set up or arrange the furniture. Setting up, as well as clean-up after the event, is the sole responsibility of the renter.
- 9. Attendance at meetings or events will be limited to the capacity of the DOA's facilities. Please refer to application for the specific capacity.
- 10. Neither the DOA, nor its employees, is responsible for the property of any applicant or attendee. DOA 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. Users will be held responsible for all damages. A \$50 minimum will be charged for any damage and will increase to equal the final repair or replacement costs. Decorations shall be freestanding and fireproof. No candles or open flames permitted.
- 11. Prohibited activities include: soliciting, direct marketing, or actively selling items or services, fund-raising activities or events except those directly benefiting the DOA, gambling, lotteries, games of chance, bingo, drawings, raffles, alcoholic beverages, illegal drugs, tobacco products and rallies or campaigns for specific candidates or political groups.
- 12. The DOA is not responsible for providing security for the applicant, group, organization, or their attendees. Each group is responsible for its own security needs. All applicants, groups, or organizations shall indemnify, defend, and hold harmless the Fort Worth Department of Aviation and 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 the DOA's facilities.

This policy is effective as of October 1, 2011 and will remain in effect until rescinded in writing.