



DEPARTMENT OF AVIATION

Meacham Conference Room Reservation and Usage Agreement

The Conference Room may be reserved up to 90 days in advance at a minimum of four hours. Rates* are for **For-profit** (FP) and **non-profit** (NFP) groups, as well as for Tenants and other City Departments. Approval for non-profit group requires proper documentation.

Location	Capacity	FP	NFP	Tenant	City Department	No. of hrs.	Est. fee
Conference Room	70 (max)	\$90	\$40	N/A	N/A		
Kitchen	N/A	\$10	\$10	\$10	\$10		
After-Hours Fee	N/A	\$20	\$20	\$20	\$20		

**Rates are per 4-hr time block e.g. FP rents for an 8 hour time frame during business hours, fee will be \$180*

Organization:		
Tenant: Y N	City Department: Y N	
Individual completing form:		
Address:		
Phone Number:	Email:	
Est. attendance:		
Meeting date:	Start time:	End time:
Name of Meeting/Event:		
Purpose:		

Additional Charges:

- Fee for returned check: \$25.00
- Fee for room damages: Actual cost, \$50.00 minimum.

Agreement

I, the undersigned, representing the organization listed above, do hereby state that I understand and agree to the conference room policies and charges that govern the use of the requested conference room of the Fort Worth Aviation Department. I understand that the organization I represent is responsible for any and all damages done or cleaning required to both the room and any equipment used during our meeting. I understand that this reservation is not guaranteed until confirmed by Aviation Staff. Upon receipt of Approval of Reservation Request, all fees are due and payable.

Signature: _____ Date: _____

Please make check or money order payable to:
City of Fort Worth, 4201 N. Main Street, Ste. 200, Fort Worth, Texas 76106

FOR OFFICE USE ONLY

Staff Initials: _____ Payment method: _____ Received: _____

Reservations are not final until payment is received