

## **MANASSAS REGIONAL AIRPORT GUIDELINES FOR USE OF TERMINAL BUILDING SPACE**

### **Intent:**

It is the intent of the Manassas Regional Airport to allow the use of the Terminal Building and its' conference rooms for the benefit of the designated user, provided such use does not interfere with the operations of the Manassas Regional Airport.

### **Availability of Facilities:**

The first floor conference room is referred to as the Conference Room 1. It is available Monday through Friday between the hours of 8am and 9pm.

The 2<sup>nd</sup> floor conference room across from the elevator is referred to as the Conference Room 2. This area is available Sunday through Saturday between the hours of 8am and 9pm.

Setup and cleanup are to be included in the reservation times. In the event the Manassas Regional Airport is declared closed due to a natural disaster, including weather related events, airport emergency and medical emergency, any permission to use the building is automatically withdrawn during the closure period. In such an event, the City shall not provide notice of cancellation. Users shall be solely responsible for notifying event participants. A cleaning deposit shall be submitted 7 days prior to access the facility. The cleaning fee will be returned within 14 calendar days.

### **Administration:**

Application and guidelines for reserving space can be found on the Airport's website at FLYHEF.com under FORMS. Reservations for use of the Manassas Regional Airport Terminal Building must be made at least 7 days in advance. These facilities are to be used for business meetings, conference and seminars. The Airport does not permit fund raising activities, recreational activities, or any activity charging an admission.

### **Priority:**

The priority for use of City buildings will be to City Council, the School Board, City Council appointed or Court appointed commission, boards, committees, task forces and City department meetings as well as inter-jurisdictional meetings between organizations representing local units of government or School Board. Reservations are on a first come, first serve bases.

### **General Rules of Use:**

Permission to use the Airport Terminal Building may be revoked by the Airport Director upon failure, refusal, or neglect of the applicant and/or his/her group or organization to observe and comply with any of the policies, rules and regulations of the City of Manassas.

- a. Smoking is not allowed anywhere in the Airport Terminal Building or on the airside of the building.
- b. Reservations can be made no sooner than sixty (60) days in advance.
- c. Reservations need to be made at least 7 days in advance.
- d. Each group must bring their own supplies, equipment, etc. and remove them at the conclusion of their meeting.
- e. The Airport Director may deny re-use of the facilities if any organization/group/user does not leave the area used in a clean, orderly condition and/or the equipment has not been maintained properly or furniture is not put back in its original spot. A \$100 fee may be charged to cover any cost to return the facilities and/or equipment to the original condition and further requests for use of the facilities will require a refundable deposit.
- f. The \$150 cleaning fee shall be submitted 7 days prior to access the facility. The fee will be returned within 14 calendar days once the facility has been inspected.

- g. Each group will wipe down tables and chairs for following meetings prior to exiting the facility. Disinfecting wipes will be located on the counter.
- h. Alcoholic beverages are strictly prohibited.

#### Wireless and Electronic Access Terms of Use:

The City of Manassas Guest Wi-Fi and computer access provides free internet access for guests to the City of Manassas. This wireless network and computer access is for use of City of Manassas guests only. This access is provided on an "as is" and "as available" basis. The City of Manassas does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components. No information you consider confidential should be transmitted via this network. By using this network you agree to be solely responsible for the content of the information you disseminate. The City of Manassas reserves the right to deny or restrict access to any user who abuses this network connection, such as excessive bandwidth consumption or using the network for any type of activity or purpose deemed to be unlawful, harassing, abusive, criminal, or fraudulent. Any or all uses of this system and all data on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized sites and law enforcement personnel, as well as authorized officials of other agencies. You also agree to use this network in a responsible and lawful manner. Internet access is provided only as a courtesy and may not be available at any requested time. Damage caused to the computer or other electronic devices may result in the user replacing or fixing the components at their own expense.

#### Parking:

Parking is available in the Airport Terminal Building Parking Lot. Parking in front of the Terminal is prohibited. Load and unloading a vehicle is permitted for not more than 10 minutes.

#### Miscellaneous Provisions:

- a. A badge is required for use of Conference Room 1. Those with reservations may pick up the badge from the Airport Administration Office Monday thru Friday between 8:30 a.m. and 5 p.m. Badge holders are responsible for locking the conference room after the meeting has commenced and returning the badge to the airport office by 9am the following day.
- b. There is a \$35 replacement fee for lost keys/badges to any Airport facility.
- c. Rearrangement of furniture is permitted but the tables and chairs must be put back in their original configuration. All trash accumulated by the user during the meeting must be removed. All left over food must be removed.
- d. Neither the name nor the address of Manassas Regional Airport may be used as the official address or headquarters of an organization that does not have a lease agreement with the Airport.
- e. Any individual or group using the Airport Terminal Building is responsible for the proper conduct of its members and/or guests. All persons using the facilities are responsible for maintaining neatness and proper conduct. Betting or gambling in any form is prohibited. Riotous, boisterous, threatening or indecent or illegal conduct or the use or abuse, threatening, profane, or indecent language shall not be permitted.
- f. All requests for cancellation of reservations shall be made as soon as possible out of courtesy to the Airport staff.
- g. Permission to use the Airport Terminal Building may be revoked by the Airport Director upon failure, refusal, or neglect of the group or organization to observe and comply with any of the policies and regulations concerned with this policy on the use of the Airport Terminal Building facilities.

- h. The City of Manassas and Manassas Regional Airport assume no responsibility for property brought on the premises by an organization, its members or guests or for lost or stolen items. The City of Manassas and the Airport also assume no responsibility for injury or illness sustained and/or contracted on the premises.
- i. The Airport shall provide an Application for Use of the Terminal Building Facilities. The person signing the application and the organization which he/she represents shall be financially responsible for any damage to the facility, its furniture and equipment during the period of use.
- j. The Airport follows the City Building Use Policy.