

**Leesburg Executive Airport  
1001 Sycolin Road, S.E.  
Leesburg, VA 20175  
703-737-7125 FAX 703-737-7128**

\_\_\_\_\_  
Today's Date                      Date(s) of Program                      Time (including time for setup and cleanup)

Name of Organization: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Actual Meeting Time (beginning to end): \_\_\_\_\_

**Group Fees: \$10 per hour – non-profit groups      \$20 per hour – for –profit groups**

*Please read the following carefully:*

- The organization will provide proper supervision at all times.
- The group will be responsible for any damages other than normal wear and tear (i.e. bulbs).
- No admission may be charged and meetings must be open to the public.
- No products or services may be sold.
- The organization is responsible for setup and cleanup of room and furniture. Appropriate time before and after meeting should be included in the booking time. As an authorized representative of your organization you will agree to leave the room in good condition. Leave no food or drink behind.
- Users are responsible for notifying their members of meeting cancellation due to weather. Please listen to WAGE radio AM 1200 for Airport Closings.
- The organization's representative will be responsible for and report any damage to the room to airport staff.
- **No alcoholic beverages permitted.**
- Refreshments must only be consumed in conference room.
- **Limited Parking – 20 spaces and 1 Handicapped space.**
- **Nothing may be taped, tacked or hung on the walls.**

Conference Room Setup – Please indicate choice

No Tables     2 Tables     4 Tables     6 Tables    \_\_\_\_\_ Number of Chairs (0-40)

Other setup requests: \_\_\_\_\_

**I certify that I am an authorized representative of the organization named above. I have read and agree to comply with the regulations for use of the Leesburg Executive Airport Conference Room.**

**Signature** \_\_\_\_\_

## CONFERENCE ROOM USE POLICY

The Leesburg Executive Airport will make its conference room available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.

The airport's conference room is available from 8:00 a.m. to 5:00 p.m., Monday – Friday. It is also available on Saturdays and Sundays by special arrangement from 8:00 a.m. to 4:00 p.m. The room is not available during administrative closings or on legal holidays.

Regular airport administration takes precedence over all other activities, and the use of the conference room must not interfere with the operation of the Leesburg Executive Airport. The airport conference room is intended to serve the community in its broadest sense. Airport staff will exercise their judgment to prevent any group or individual from monopolizing this resource.

The airport director or designee shall approve all requests for the use of the room according to the following priorities:

1. Town of Leesburg and Leesburg Executive Airport official business.
2. Airport-sponsored or related meetings and activities.
3. Town-sponsored or related meetings and activities.
4. Non-profit and community groups.
5. For-profit groups.

Only airport-related groups and Town of Leesburg departments, either sponsoring or co-sponsoring a program, may charge an admission fee or sell products. All meetings or programs must be open to the public. For-profit and non-profit groups or individuals may use the room under the following conditions (See Conference Room Application for guidelines for use):

No admission charge, request for donation, or tuition may be required or solicited.

No products or services may be sold.

Fees:

1. The Town of Leesburg and Leesburg Executive Airport may reserve the conference room for official business use free of charge.
2. Non-profit groups - \$10.00 per hour or any part.
3. For-profit groups - \$20.00 per hour or any part.
4. Any group serving food or beverages during their event or meeting pay's an additional fee of \$10.00
5. Full rental fee will be charged unless cancellation is received by mail, fax, or email at least seven (7) days prior to the event or meeting.
6. Weather-related cancellations will not incur a charge.

The conference room is available on a first come first served basis. While the conference room may be reserved on the day of your meeting or event, reservations in advance are recommended. Room scheduling is made as follows:

1. On-going daily meetings are not accepted.
2. Monthly meetings may be scheduled up to 12 per year.
3. Weekly meetings may be scheduled up to 12 weeks at a time.

The name, address and phone number of the airport may not be used as the official address of any organization using the conference room, nor may any non-airport group using the conference room publicize its activities in such a way as to imply airport sponsorship. The airport director reserves the right to refuse the use of the room whenever, in the airport director's best judgment, the use does not conform to this policy.

I certify that I am an authorized representative of the organization named above. I have read and agree to comply with the regulations for use of the Leesburg Executive Airport Conference Room.

Signature \_\_\_\_\_