

Cambridge-Dorchester Regional Airport

5263 Bucktown Road
Cambridge, MD 21601

Facility Request Form

The Cambridge- Dorchester Regional Airport (“Airport”) welcomes external organizations, tenants and staff to utilize the meeting space available for rent at KCGE, on a first come first serve basis. The following policy outlines the expectations for all users of airport facilities. If there are portions of this policy that need clarification or if the Airport may be of further assistance to you, please do not hesitate to contact us directly.

The use of the space is restricted to the specific event stated below (hereafter referred to as the “Agreement”). The Agreement is non-transferable and space can only be used for approved purposes. The Airport reserves the right to approve or disapprove use of the meeting room by any group, company or individual.

Please complete the required fields below to make a reservation at KCGE. Send the completed form via e-mail to Amber L. Hulsey; A.B.D., ASC at: ahulsey@docogonet.com. If you have any questions or need additional information, please contact Ms. Hulsey via email or telephone at: 410.228.4571. Requests **MUST** be submitted at minimum 72 hours in advance of use date.

CONTACT INFORMATION

TODAY'S DATE:					
ORGANIZATION NAME:					
ADDRESS:					
CITY:		STATE:		ZIP CODE:	
E-MAIL:					
PRIMARY PHONE:				Emergency/Short Notice Contact No.	

EVENT INFORMATION

EVENT LOCATION:	Training Room— Terminal; North <input type="checkbox"/>		Conference Room— Terminal; South <input type="checkbox"/>						
DESCRIPTION:									
DATE OF EVENT:		START TIME:	<input type="text"/>	<input type="text"/>	END TIME:	<input type="text"/>	<input type="text"/>	NO. OF ATTENDEES	

ROOM SELECTION AND FEES

Space rental charges are determined by time, duration of use and amount of space, operational and administrative costs, as applicable may be charged.

- A \$25.00 fee will be charged for returned checks.
- All checks shall be made payable to Cambridge- Dorchester Regional Airport.
- Currently, the Department does not provide telephones, projectors or computer equipment; however the User may supply and use its own audio-visual equipment. The User may use the Airport’s free wireless service as available.
- Airport Terminal facilities may only be rented during business hours, which are 8am-5pm EST.
- In the event the Airport is affected by severe weather conditions and/or emergence events, the Airport reserves the right to revoke a reservation. In the event a reservation cannot be rescheduled, the Users paid rental fees will be fully refunded.

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DESCRIPTION	SIZE	CAPACITY	DAY RATE (8 hrs.)	DAY RATE (4 HRS.)	HOURLY RATE
TCR - TERMINAL CONFERENCE ROOM	TBD sq. ft.	35	\$ TBD	\$ TBD	\$ TBD
TTR - TERMINAL TRAINING ROOM	TBD sq. ft.	30	\$ TBD	\$ TBD	\$ TBD
BKL - MAIN LOBBY	TBD sq. ft.	TBD	\$ TBD	\$ TBD	\$ n/a

PAYMENT METHOD

TYPE OF CARD:	CHECK	DISCOVER CARD	MASTERCARD	VISA CARD
CARD NUMBER:				
NAME OF CARD HOLDER: (AS IT APPEARS ON CARD)				
BILLING ADDRESS:				
EXPIRATION DATE: (MO/YR.)			SECURITY CODE (BACK OF CARD):	
SIGNATURE OF CARD HOLDER:				DATE:

RULES AND REGULATIONS

The Airport rules and regulations that govern the use of airport conference rooms are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use.
- Smoking or burning of any kind (incense, cigarettes, candle etc.) is prohibited. Smoking is permitted only in the designated outdoor smoking area in front of the Airport Terminal.
- Alcoholic beverages of any type are strictly prohibited.
- Gambling is not permitted.
- Parking fees are not included as part of the rental. Event organizers and attendees are responsible for their own parking costs.
- Food and beverage service is not provided. Event organizer is responsible for these services. If food and beverage service is needed, a list of vendors will be provided upon request. Organizer or their designee is responsible for all arrangements and clean-up associated with such service.
- Event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending their event. In the event of damage, the replacement/repair costs will be invoiced to the authorized signatory of the rental document unless otherwise indicated.
- All rooms are equipped with tables and chairs, which are not to be repositioned without the consent of the Airport.
- Users of the space must not block or in any way hinder ingress to and egress from the Airport Terminal Facilities, hallways, stairs, elevators and common areas.
- Room set-up and clean-up is the responsibility of the user. The room(s) must be left in the condition that it was in prior to the event. All set-up and clean-up must be completed within the reserved time.
- Animals are prohibited in the conference and training rooms, with the exception of service pets.
- Items brought into the meeting room shall be removed upon end of event. The County of Dorchester will not be held responsible for any and all items remaining on city property.
- The use of nails, screws, tape or staples on walls or fixtures attached to the ceiling is strictly prohibited.
- The Airport reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the County use of the meeting room or that prohibits access to the meeting room. In such event, the Airport will attempt to relocate to an alternate location. If an alternate location cannot be identified, the Airport will refund all fees paid, in full.
- Under some circumstances, the Airport may deem it necessary to require a security deposit and/or insurance coverage.
- Upon completion of the meeting, the door is to be locked.
- Rental fees are to be paid in full prior to the event by credit card (VISA, MasterCard, or Discover) or check.

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TERMS AND CONDITIONS:

This document is considered a request pending approval from the Director of the Cambridge- Dorchester Regional Airport ("Airport") or his/her designee. The Airport reserves the right to decline use of a room for any activity that is deemed in violation of federal, state or local laws, codes or ordinance, for demonstrated past failure to comply with the terms and conditions of this agreement or for any other reason.

By signing this document you agree to indemnify, defend and hold harmless the Cambridge- Dorchester Regional Airport and their respective Directors' and employees from and against any and all lawsuits, claims, losses, injuries, penalties, demands, expenses or judgements arising from or in connection with the rental of County property.

I have read, fully understand and accept the terms and conditions for the rental of the Cambridge- Dorchester Regional Airport (County of Dorchester) property.

SIGNATURE OF USER OR AUTHORIZED REPRESENTATIVE:		DATE:	
SIGNATURE OF AIRPORT DIRECTOR:		DATE:	