



**Prescott Municipal Airport**  
**Ernest A. Love Field**  
 6546 Crystal Lane, Prescott, AZ 86301  
 Phone 928/777-1114 Fax 928/771-5861

**REQUEST FOR USE: Airport Administration Upstairs Conference Room**

PLEASE NOTE: This facility IS NOT ADA compliant. All information must be complete to be considered. Please print clearly.

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

Primary Point of Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

Secondary Point of Contact: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

Date Requested Use (day of week, Month, date, year): \_\_\_\_\_

Start Time (include adequate set up time): \_\_\_\_\_ a.m. OR p.m. (circle one)

End Time (include adequate clean up time) : \_\_\_\_\_ a.m. OR p.m. (circle one)

If requesting recurrent scheduling for “regularly” scheduled meetings, please list all dates,

Month, Day, Year : \_\_\_\_\_

If the points of contact(s) change, you **MUST** notify the Airport Administration office in writing.

If the meeting is cancelled, or you request a time or date change, you **MUST** notify the Airport Administration office in writing.

By signing this request, you hereby agree that you are authorized by the organization listed above to make such a request and you further agree to abide by the terms and conditions of the Policy for using the Airport Administration Upstairs Conference Room.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<b>For Airport Administration Use Only</b>	
Received by: _____	Date Received: _____
Electronic Calendar Updated by: _____	Date Updated: _____
Cancellation Notice: _____	



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### **POLICY FOR USING Airport Administration Upstairs Conference Room**

The Airport Department has first priority to use the meeting facilities. Other times priority will be given equally to aviation interest groups and governmental entities, at no charge, provided the meeting date and time is scheduled in advance with the airport office. Non-aviation groups may schedule and use the facility subject to availability and approval of the Airport Manager.

This room is a basic meeting room with a head conference table. No audio visual equipment is provided by the Airport Administration.

PLEASE NOTE: This facility is NOT ADA compliant

The following rules apply equally to all users of the facility:

1. Prepared foods and non-alcoholic beverages may be served provided the responsible party cleans up the floors, tables and chairs including any spills on the carpet to the satisfaction of the Airport Manager or his designee prior to leaving the event. NO cooking is allowed.
2. All trash must be removed from the premises and disposed of in the trash dumpster located in the auto parking lot.
3. No decorations, posters, pictures or notices of any kind shall be displayed on the painted walls without the express written approval of the Airport Manager.
4. The maximum occupancy for the building 2<sup>nd</sup> floor is 65 persons.
5. Tables and chairs must be arranged neatly after the event (meeting style for 50 people all tables neatly stacked against southwestern wall).
6. Turn off all interior lighting, set the HVAC thermostat to the off position and secure the door prior to leaving.

Cleaning equipment and supplies including a vacuum and trash bags are provided in the downstairs janitor closet. Please return the equipment to the closet when finished.