



Conference Room Rental Request and Agreement

Conference Room Rental

The Airport's conference rooms may be available for rent on an hourly basis. As determined by City Council, the rooms rent at an hourly rate of:

- \$40.00 per hour for the executive conference room;
- \$20.00 per hour for the 1st floor conference room; and
- \$20.00 per hour for the 1st floor training room
- A fifty percent (50%) discount is available to Airport tenants.

Room Rental Instructions

- Renter agrees room will not be used for any unlawful purpose;
- Renter agrees not to engage in direct profit, promote a product or service, or solicit sales;
- Renters' functions shall not interfere with normal business functions or with normal public access to the Airport;
- Smoking is not permitted in the Minot International Airport;
- Renter must require all participants to observe these guidelines and all applicable fire, safety, occupancy, and building codes; and
- Renter may be asked to vacate the room if the meeting extends past the reserved time.

Cancellation Policy

- All cancellations must be in writing, via fax or e-mail; and
- A minimum of 24 hours' notice is required to cancel the reservation. If not, 100% of the rental charge may be assessed.

Clean-Up Responsibilities

- Spills or other accidents are to be reported to airport staff immediately, (701) 818-0137; and
- Renter is responsible to leave the room neat, clean, and in an orderly condition. To reduce the risk of damage to furniture, the Airport's staff will return furniture to its standard configuration and moving it is not the responsibility of the renter. If these conditions are not met, a room clean-up fee of \$25.00 or the actual cost of cleaning, whichever is higher, will be charged.

Maintenance and Damage

- The Renter is not allowed to tape, glue, tack, nail, or staple to the wall or any other surface; and
- Renter assumes responsibility for any damage to the room, its contents or equipment used and will be charged for any necessary cleaning, repairs or replacement.

Personal Property

- The Airport is not liable for loss, theft, or damage to property of the function's participants.





Room Setup

- The executive conference room is equipped with 16 desk chairs and 8 padded stackable chairs, arranged conference-style;
- The 1st floor conference room is equipped with 16 chairs and 8 tables, arranged classroom-style;
- The 1st floor training room is equipped with 8 chairs and 4 tables, arranged classroom-style; and
- Changes in the configuration may be arranged with 48-hour notice. To reduce the risk of damage to the furniture, the airport staff is responsible for room setup.

Room Capacity

- Up to 40 chairs may be provided by the Airport, with advance notice. The rooms' capacities beyond those number may be limited.
 - Contact Airport Administration for coordination or questions: (701) 857-4724.

Catering

- The Airport's concessionaire, Trestle Tap House, may be contacted for catering needs.
 - Contact them directly to discuss at 406-564-9358.
 - Sample menus available upon request; restaurant is able to accommodate additional requests with prior notice.
- Open flame chafing dishes are not allowed.
- All catering needs must be coordinated and paid for by the Renter directly with the caterer.
- Airport staff is not responsible for payment, delivery acceptance, and/or signatures of catering.
- Renter is responsible for any damage, spills, stains, etc.

Publicity and Signage

- Publicity and signs, provided by the renter, must not give the impression that the Airport sponsors the program or event and must be pre-approved by the Airport Director.





Conference Room Reservation Request

Reservation Day and Date Requested: _____

Room Requested: _____

Reservation Time(s) Requested: **Start Time:** _____ **End Time:** _____

Total Fee: _____

Organization: _____

Contact Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone: _____ Contact Email: _____

Notes (ex. Catering comments, pre-determined parking arrangements, etc.):

Reservation approved by: _____ Date: _____

The undersigned has read and agrees to the terms and policies for conference room rental in the Minot International Airport:

Signature

Printed Name

Date

***Special parking rates available for groups of 10 or more

