

**FACILITY USE AGREEMENT**  
**Stafford Regional Airport**  
**95 Aviation Way**  
**Fredericksburg, VA 22406**  
**540-658-1212**  
**xsa@staffordairport.com**

\_\_\_\_\_  
Today's Date                      Date(s) of Program                      Room Requested                      Time (include time for setup & cleanup)

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

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

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

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

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

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

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

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

**Group Fees During Operating Hours (Lobby 8:30 a.m. – 5:00 p.m.; Conference Room 8:30 a.m. – 5:00 p.m.)**

Lobby: Use Fees: Non-profit groups: \$250; For-profit groups: \$500; \$250 refundable cleaning deposit for all groups  
Conference Room: Full room full day, \$200; Full room half day, \$100; Half room full day, \$100; Half room half day, \$50; \$200 refundable cleaning deposit for all groups

**Group Fees After Hours: These fees apply from 6:00 p.m. until cleanup is complete**

Lobby: Non-profit groups: \$250 Use Fee plus \$50 per hour; For-profit groups: \$500 use fee plus \$50.00 per hour; \$500 refundable cleaning deposit for all groups  
Conference Room: Non-profit groups: \$50 per hour; For-profit groups: Same as operating hour rates plus \$50 per hour and \$200 refundable cleaning deposit for all groups

*Please read the following carefully:*

- The organization will provide proper supervision at all times.
- The organization will be responsible for cost of insurance and/or licensing costs if deemed appropriate by the Airport Authority.
- The organization will be responsible for all cleanup to include floor cleaning, and removal of all refuse to ensure the facility is ready for business the following morning.
- The organization will be responsible for any damages other than normal wear and tear (e.g. bulbs).
- The organization may not sell products or services.
- Users are responsible for notifying their members of meeting cancellation due to weather.
- The organization's representative will be responsible for and report any damage to airport staff.
- No fees will be charged for Stafford County and Stafford Airport official business during operating hours; meetings must be open to the public

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 Stafford Regional Airport Facilities.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Director Approval: \_\_\_\_\_

## FACILITY USE POLICY

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

NOTE: The Terminal Facility is open to the general public from 8:00 a.m. until 6:00 p.m. seven days a week and will not be closed during normal operating hours to the general public for any private function.

The airport's lobby is available from 8:00 a.m. to 6:00 p.m. Monday – Friday and the conference room is available from 8:30 a.m. to 5:00 p.m., Monday – Friday. These facilities may also be available on Saturdays and Sundays or after hours by special arrangement. The facilities are not available during administrative closings or on legal holidays.

Regular airport administration takes precedence over all other activities, and the use of the lobby and conference room must not interfere with the operation of the Stafford Regional Airport. The airport lobby and conference room are intended to serve the community in its broadest sense.

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

1. Stafford County and Stafford Regional Airport official business.
2. Airport-sponsored or related meetings and activities.
3. County-sponsored or related meetings and activities.
4. Community groups.

Only airport-related groups and Stafford County 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 facilities under the following conditions:

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

### **Fees:**

1. Stafford County and Stafford Regional Airport may reserve the facilities during normal operating hours for official business use free of charge.
2. During Operating Hours (Lobby 8:00 a.m. – 6:00 p.m.; Conference Room 8:30 a.m. – 5:00 p.m.)

### **Lobby:**

Non-profit groups: \$250 plus \$250 refundable cleaning deposit

All other groups: \$500 use fee plus \$250 refundable cleaning deposit

### **Conference Room:**

For-profit groups: Full room full day, \$400; Full room half day, \$200; Half room full day, \$200; Half room half day, \$100; \$200 refundable cleaning deposit for all groups

All other groups, Full room full day, \$200, Full room half day, \$100, Half room full day, \$100, Half room half day, \$50, \$200 refundable cleaning deposit.

3. After Hours: These fees apply from 7:00 p.m. (Lobby) or 5:00 p.m. (Conference Room). until cleanup is complete

### **Lobby:**

Non-profit groups: \$75 per hour or any part plus \$500 refundable cleaning deposit

For –profit groups: \$1,000 use fee plus \$75 per hour or any plus \$500 refundable cleaning deposit

### **Conference Room:**

Non-profit groups: \$75 per hour or any part plus \$200 refundable cleaning deposit

For –profit groups: Same as operating hour rates plus \$75.00 per hour and \$200 refundable cleaning deposit for all groups

4. Full rental fee will be charged unless cancellation is received by mail, fax, or email at least 7 days prior to the event or meeting.
5. Weather-related cancellations will not incur a charge.

The lobby and conference room are available on a first come first served basis. While the facilities may be reserved on the day of your meeting or event, reservations in advance are recommended. Scheduling guidelines are as follows:

1. On-going daily meetings may not be scheduled.
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 facilities, nor may any non-airport group using the facilities publicize its activities in such a way as to imply airport sponsorship. The airport manager reserves the right to refuse the use of the facilities whenever, in the airport manager'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 Stafford Regional Airport Facilities.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_