

## Business Center Facility Rates and Policies

Airport facilities may not be used without written permission from the Airport Manager, Director, or designee. In order to obtain written permission, renters must complete the Facility Rental Application and paying the applicable fees. The Airport and its facilities follow City Code, Article II, Special Events. All renters must abide by this code, available online or hard-copy available upon request.

Facility	Hourly	Daily*
Business Center	\$100	\$800
Conference Room	\$50	\$400
Catering Kitchen	\$40	\$320
Lobby**	NA	\$5,520

\*Daily Rates assumes an 8hr day

\*\*Lobby rental is only available between 7PM-Midnight. This is considered a full facility rental.

- ❖ Business Center: Approximately 61' x 32' at 2,000 square feet with an 80-seating capacity
- ❖ Conference Room: Approximately 24' x 20' at 490 square feet with a 20-seating capacity
- ❖ Lobby: 57' x 54' at 3,100 square feet with a 300 people capacity

The Murfreesboro Airport Business Center is a revenue generating facility, not a city amenity. There are no set discounts to non-profits or community organizations. The Airport Manager and Director may adjust pricing at their discretion.

All facilities are rented in one-hour blocks, pricing will not be reduced for partial use. Application times MUST include time for the renter to decorate and perform required cleanup. Any time ran over the previously, agreed-up application will incur an additional hour fee at the facility rate.

- Tables and chairs are included (limited to Airport supply)
- Audio/Visual is included (limited to existing facility hardware)
- Setup of the facility is included to desired specification as identified in application materials

### Approximate Tables and Chairs Available and Included in Rental

- ❖ 13: round, 63" tables (seat 6 per table)
- ❖ 44: rectangular tables, 30" x 60" (29 of which have modesty panels)
- ❖ 18: high-back-office chairs
- ❖ 100: standard chairs

**Clean-up:** The Airport Business Center is not a full-service facility. Renter(s) only rent access to the room and equipment, and a clean and presentable rental space. Staff is not available to help manage the event. Staff will assist with A/V equipment and facility issues, but our Staff priority is limited to the safety and security of the airfield, aircraft, pilots, and passengers. Staff will assist in trash disposal after everything has been bagged, but the Renter is expected to return the facility to its original condition.

This include but is not limited to:

- ✓ Cleaning the floor (i.e., picking up debris, sweeping or mopping, and stain removal)
- ✓ Emptying the trash
- ✓ Wiping down tables, chairs, and counters
- ✓ Teardown / cleanup of all decorative materials

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**Decorations:** Renter is solely responsible for providing all decorations, including set up and removal. Decorations may not be hung or mounted in a manner that would damage the facility. Painters' tape or 3M-removable products are the only hanging methods accepted. Renters are expected to restore the facility to its original condition and level of cleanliness. If necessary, additional cleaning fees will be charged as determined by the Airport Manager and Director.

The Airport does not offer any linen service. All tablecloths or other decoration material must be provided by the Renter. All materials needed to host the event must be provided by the Renter.

**Catering:** The Airport does not provide or facilitate catering. The kitchen is available for 3<sup>rd</sup> party caterers to utilize and is available for use as a staging ground for catered in food. Event liability insurance is required for a 3<sup>rd</sup> party caterer to use the kitchen.

**Alcohol:** The Airport does not provide, sell, or facilitate the sale/acquiring of alcohol. Renters may, at their own option and expense, hire a 3<sup>rd</sup> party bartender to provide and sell alcohol. Event liability insurance is required for any and all events where alcohol will be served. All renters agree to abide by the MURFREESBORO MUNICIPAL AIRPORT RULES FOR ALCOHOLIC BEVERAGES ON AIRPORT PROPERTY as set forth by the Airport Commission and City Council. A copy of that document can be provided upon request.

- In order to have alcohol at an event, Renter must provide a credit card on file to assure payment in the event of damage to the facility.

**Event Liability Insurance:** Referring to Chapter 21, Article II of the City Code, Special Events. The organization must submit a copy of the insurance certificate listing the City of Murfreesboro and the Murfreesboro Municipal Airport as an additional insured 10 days before the event. The group/organization will provide a certificate of liability insurance with a minimum of \$1,000,000 combined single limit, at the time of the application for the event. The City reserves the right to require additional insurance more than \$1,000,000 when applicable. Conditions requiring event liability insurance are:

- Caterer on site
- Alcohol present
- Anticipated attendance 200 or greater
- Lobby Rental
- Operation impact to the facility

**Scheduling & Payment:** To reserve the facility, a 25% non-refundable deposit must be made. The facilities are first come, first serve to whoever puts down a deposit. The deposit will contribute to the total cost of the facility rental. Final payment must be made 10 days before the event, or the airport reserves the right to cancel the rental agreement. All applications must be submitted 30 days before the requested event date, unless otherwise allowed by the Airport Manager or Director.

**Recurrent Meetings:** Applications to utilize the space for a recurrent meeting are reviewed on a case-by-case basis. All considerations will require a non-refundable deposit as well as a credit card on file for each meeting.

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**Parking:** Parking is first come, first serve. The Airport has limited parking availability. If the event has an anticipated attendance of greater than 200 the renter is required to provide a 3<sup>rd</sup> party parking / valet service that must coordinate with Staff to ensure safe and effective operation.

**Security:** Access to the Aircraft Operating Area is prohibited. Access is only allowed with written prior approval from the Airport Manager or Director. Upon receiving written permission, all guests must follow all instructions given by the Airport, Staff, or other City representatives with no exceptions. Violations of this policy will be followed with immediate removal from the Airport property.

**Miscellaneous:**

- EAA, CAP, based flight clubs, and aviation-based organizations may utilize the facility for free, if it is within normal business hours. *Paying customers get priority and will require them to reschedule in the event the space is in demand.*
- Regular scheduled meeting by local businesses is allowed, but no special pricing is available.
- Subject to facility availability, the conference room shall be provided free of charge to patrons who fly into the Airport on a corporate aircraft and require meeting space.
- City events may have priority over non-revenue events.