

# WAUKESHA COUNTY AIRPORT CONFERENCE ROOM USE POLICY

**PURPOSE:** The Waukesha County Airport's conference room was designed to be used for aviation related activities, meetings, and programs. When they are not needed for Waukesha County Airport activities, they may be available for use by Waukesha County's community groups, subject to policies established.

The purpose of this policy is to establish guidelines and procedures for the use of the Waukesha County Airport Terminal Building conference room. The intent is to allow use of the conference room whenever feasible, provided the use is consistent with the airport purpose, policies and procedures, and presents no additional liability to the county. The conference room is available to non-profit groups, local units of government, based aeronautical service providers, and transient business users. Use by other groups is subject to the discretion of the Airport Manager. Reasonable use will not be withheld.

**AUTHORITY:** The Waukesha County Airport Administration Office.

**RESPONSIBILITY:** The Airport Manager is responsible for supervising the implementation of this policy and approving exceptions to the guidelines set forth, and reserves final authority over the use of the room.

## DEFINITIONS:

1. Based Aeronautical Service Provider – A commercial entity located on the airport which has a written agreement with the County to provide a service or services which involves, makes possible or is required for the operation of aircraft, or which contributes to or is required for the safety of such operations that provides aviation related service to the public.
2. Airport Transient Business Users – For the purposes of this policy, are non-based entities that are in the county temporarily for activities related to their business.
3. Non-Profit – a group or entity that is not charging members or participants to attend their meeting or event. Does not refer to the tax exempt status of the group.

**FACILITIES:** The conference room can accommodate up to forty (40) people. The room can be partitioned to accommodate two groups of twenty (20) or less. No other areas of the building will be used for meetings or programs. The lobby workstations, hallway and other areas are not extensions of the conference room. Groups may choose to bring in their own food and beverage. The sink outside room 100 is available for use if needed. Trash disposal is the responsibility of the group if more than the provided receptacles can accommodate.

**ROOM ARRANGEMENT:** Chairs and tables are available for groups to set up to meet their needs. **The Waukesha County Airport will not assume responsibility for setting up these rooms.** When the meeting is completed, the room must be cleaned up, white boards must be cleaned and all furniture must be returned to the position in which it was found.

**RESERVATIONS:** All airport administration uses take precedence over any other group's use of the room. Reservations will be filled on a first-come first served basis. Reservations for monthly use of the conference room will be accepted only up to four months in advance. Non-aviation related groups that wish to use the room more than once a month on a regular basis may reserve meetings for only two months at a time. Requests may be made to airport administration by telephone but must be confirmed by submitting a written or online reservation request within five (5) days.

**HOURS OF OPERATION:** The conference room is available during regular operating hours of 6am to 9pm. Meetings shall not extend beyond 15 minutes before lobby closing time.

## RESPONSIBILITIES:

**Set Up:** The group is responsible for setting up the room and providing such items as easels, bulletin boards and video equipment.

**Use of County Equipment:** County owned equipment in the room such as the projector screen and dry erase board may be used by the group at no additional charge. Additional equipment is available for a fee during administration office regular business hours including:

Conference Call Phone: \$10/four hours or less

Projector: \$20/four hours or less

**Clean Up:** The group is also responsible for clean-up following the meeting. Fixtures and furniture shall be returned to their original configuration. All items shall be removed from the table tops and counter surfaces. Any organization that fails to clean up after their meeting will automatically relinquish further conference room privileges. If the failure to clean up results in additional custodial services being necessary the cost for this service will be charged to the group, a minimum of \$25.

## ADDITIONAL INFORMATION:

Meeting rooms shall not be used for:

1. Any purpose which may interfere with normal use of Waukesha County Airport.
2. A return engagement by a group that has abused the privilege of using the facility, or has violated any of the regulations set forth in this policy statement.
3. The furthering of private business interests by for-profit organizations.
4. Press conferences for anything other than governmental purposes.
5. Meetings involving any illegal conduct or activity.

Appeals and/or comments can be made to the Airport Manager in writing. Address communications to:

Waukesha County Airport  
c/o Airport Manager  
2525 Aviation Drive  
Waukesha, WI 53188  
262-521-5250  
Airport@waukeshacounty.gov

**FEES (Four hours or less):**

For-profit groups: \$50.00

Non-aeronautical, non-profit groups: \$30.00

Aeronautical non-profit and Transient business groups: no charge

Failure to pay the invoice by the due date will result in cancellation of future reserved dates.

Final determination of group status is made by the Airport Manager.