

WAUKESHA COUNTY AIRPORT CONFERENCE ROOM USE POLICY

PURPOSE:

The purpose of this policy is to establish guidelines and procedures for the use of the Waukesha County Airport Terminal Building conference room. It is the intent of the Waukesha County Airport Operations Commission to allow use of 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.

The conference room is not available for private or social functions, fundraising, use by for-profit organizations or otherwise in support of commercial objectives.

AUTHORITY:

The Waukesha County Airport Operations Commission.

RESPONSIBILITY:

The Airport Manager is responsible for supervising the implementation of this policy and approving exceptions to the guidelines set forth. The Waukesha County Airport Operations Commission reserves the final authority over the use of the conference room.

DEFINITIONS:

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.

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.

FACILITIES:

The conference room can accommodate up to forty people. The room can be partitioned to accommodate two groups of twenty 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.

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. 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 request within five days.

HOURS OF OPERATION:

The conference room is typically available during regular operating hours of Atlantic Aviation.
Meetings shall not extend beyond 15 minutes before lobby closing time.

RESPONSIBILITIES:

The group is responsible for setting up the room and providing such items as easels, bulletin boards and video equipment. County owned equipment such as the projector screen and dry erase board may be used by the group.

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.

FEES:

Four hours or less: \$40.00

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

Non-profit groups and local units of government will not be charged.