



ARFF CONFERENCE ROOM REQUEST

- Our Airport Emergency Operations Center (EOC) doubles as a multi-purpose conference room that is available free-of-charge to airport tenants, not-for-profit organizations and Metro personnel. EOC and airport administration requirements have precedence over all other users. Once scheduled, we will normally not “bump” you off the schedule unless there is a significant emergency need.
- The facility seats 32 to 48 people. Seating diagrams are available that include a variety of classroom and theater-style arrangements. Please specify seating requirements below.
- An overhead video projector and sound system is available for presentations. Computer presentations should be on flash drive, CD, or DVD using PowerPoint or other Microsoft Office applications. A VHS video player is also available. Internet access can be available, if requested.
- The facility is available weekdays from 8 am to 5 pm. Weekend or evening use may be approved by the fire chief and/or airport director.
- Users are responsible for leaving the room as found (i.e., trash in receptacles, tables clean, and chairs arranged neatly.) If food has been consumed or a significant amount of trash is present, the trash must be disposed of outside in the parking lot dumpster.
- Fees will be assessed for damages, cleaning services, or employee overtime, if required.
- Please arrange your own food or drinks, if desired. Coffee service may be provided for small groups—If used, please make a per-cup donation to cover the cost of the coffee consumed. All food must be prepared in advance elsewhere or catered in—no cooking. The preferred caterer is Oliver’s Restaurant or Ollie’s Deli: 618-337-8222
- Please use lids on drinks when practical to minimize spillage and help protect our carpet.

Group: _____ Date: _____

Contact name: _____ Phone: _____

Email: _____

Time required: _____

Number of attendees: _____

Will food and/or drinks be served? _____

Desired seating arrangement: _____

Other remarks or special needs: _____

Approved by: _____ Date: _____

Reviewed by: Office Manager: _____ Fire Chief: _____ Airport Director: _____