



## 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.
- 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: \_\_\_\_\_