



MARTIN STATE AIRPORT TENANT DIRECTIVE

MTN: 401.2

Date: April 1, 2004

TITLE: Rental of Conference Rooms and Meeting Room/Classroom

I. Directive Statement:

- A. The Maryland Aviation Administration at Martin State Airport has a Conference Room on the 4th floor in the Administration Building, a Conference Room on the 1st floor in the Administration Building, and a Meeting Room/Classroom on the lower level of Hangar 4 available for rental to tenant and non-tenant individuals/organizations.
- B. This Directive applies to individuals/organizations with interest in renting the Conference Rooms or the Meeting Room/Classroom.
- C. This Directive supersedes MTN Tenant Directive 401.2, dated July 1, 1993.

II. Description:

- A. The MTN Conference Room (4th floor) consists of one large room (25' x 25') located in the MTN Administration Building, Room #402. The Conference Room is suitable for conferences, receptions, presentations, and briefings. It provides seating for approximately 10 people. Furnishings include chairs, table, TV, VCR, marker board, and podium. The Conference Room will NOT be used as a classroom, a training room, or an examination room.
- B. The MTN 1st floor Conference Room consists of one room (12 x 20) located in the Administration Building, 1st floor, Room #301. The FBO Conference Room is suitable for conferences, receptions, presentations and briefings. It provides seating for approximately 7 people. Furnishings include chairs and a table. The 1st floor conference room will NOT be used as a classroom, a training room, or an examination room.
- C. The MTN Meeting Room/Classroom consists of one large room (33' x 25') located on the lower level, Hangar 4, Room #101E. The Meeting Room/Classroom is suitable for conferences, receptions, presentations, briefings, classroom activities, training, and examinations. This room provides seating for at least 35 people.

MTN: 401.2
Date: April 1, 2004
Page: Two

III. Standards:

A. Hours available:

1. The MTN Conference Room will be available for rental Monday thru Friday, 8:30 a.m. to 5:00 p.m. Requests for earlier/later time may be submitted for special consideration. The 1st floor Conference Room will be available for rental daily from 8:00 a.m. to 4:30 p.m. The MTN Meeting Room/Classroom will be available for rental Sunday thru Saturday 8:30 a.m. to 10:00 p.m.

B. Rental Rates:

1. The rental charge for the MTN Conference Rooms is as follows:

<u>FEE</u>	<u>TIME PERIOD</u>
\$35.00	4 hours or less
\$50.00	more than 4 hours
\$20.00	clean-up fee if applicable

2. The rental charge for the MTN Meeting Room/Classroom is as follows:

<u>FEE</u>	<u>TIME PERIOD</u>
\$15.00	4 hours or less
\$25.00	4 hours or more up to 8 hours


IV. Procedures:

- A. The Manager, MTN will designate the representative responsible for receiving and coordinating requests of organizations wishing to rent the MTN Conference Room and, the Meeting Room/Classroom.
- B. An individual or organization desiring to use the Conference Rooms or Meeting Room/Classroom may phone the MTN Administration at 410-682-8800, Monday thru Friday between 8:00 a.m. to 5:00 p.m. to ascertain availability.

- C. Before approval/disapproval for the rental of the Conference Rooms or Meeting Room/Classroom, an individual or organization must provide the following information:
1. Name and address of organization or individual sponsoring the event.
 2. Purpose of the event.
 3. Date and time of the event.
 4. Name and phone number of organization coordinator.
 5. Number of people to use the facility.
- D. Once the request is received, the designated representative will:
1. Approve/disapprove the request based on the time and date of the event, the type of event, and the number of people.
- E. If the request is approved, the following procedures will be followed:
1. One of the rooms will be assigned based on #1 above.
 2. Payment for the room in the form of cash or check must be made prior to the time of the event. Check should be made payable to the Maryland Aviation Administration.
 3. A receipt will be issued to the organization upon receipt of the rental charges by the MAA.
 4. Arrangements for room key pickup and return must be made with the Representative. Non-airport tenants will be charged a refundable deposit of \$5.00 for the key.
 5. If audio/visual equipment is required, arrangements must be made by the user.
 6. Any signs to be used external to the room must be approved by the Manager, MTN.
 7. No alterations (nails, tacks, tape, painting) to the interior of the rooms are permitted.
 8. If the event is catered, the organization using the room will ensure that all catering equipment is removed and any spillage, soiling, or other cleaning requirements resulting from the catering is completed prior to returning the room key.

MTN: 401.2
Date: April 1, 2004
Page: Four

9. The Maryland Aviation Administration will provide routine post-use custodial service for the room after the room key has been returned.
10. The organization or individual renting/using the room will be responsible for any/all damage to room caused by use of the room.



Jake R. West, Jr., Manager
Martin State Airport