

TERMINAL BUILDING CONFERENCE ROOM USE PERMIT

The Gerald R. Ford International Airport Authority Board ("Board") grants to:

(COMPANY NAME)

(ADDRESS)

("Grantee") the privilege and right to use the conference room, along with any special equipment, on the dates and times on Exhibit A, located in the Gerald R. Ford International Airport (Airport) Terminal Building.

Grantee shall comply with the Board's Airport Rules and Regulations (incorporated by reference – copies available upon request), Board policies, or any directives issued from time to time by Grantor governing the authorized activities by this Permit.

Grantee shall clean and/or restore the facilities or equipment to the same condition in which it was received, and shall repair and pay for any damage to Airport property, facilities or equipment resulting from its activities on the Airport.

Grantee shall protect, defend, and hold Grantor and its officers and employees completely harmless from and against liabilities, losses, suits, claims, judgments, fines or demands arising by reason of injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof (including but not limited to attorneys' fees, court costs, and expert fees), of any nature whatsoever arising out of or incident to this Conference Room Use Permit and/or the use or occupancy of the Assigned Premises by Grantee, or the acts or omissions of Grantee, its officers, agents, employees, contractors, subcontractors, licensees, or invitees, regardless of where the injury, death, or damage may occur, except to the extent such injury, death or damage is caused by the act or omission of Grantor, its agents, representatives, contractors or employees. Grantor shall give to Grantee reasonable notice of any such claims or actions.

- Nothing in the room is to be removed or rearranged.
- All amenities must be requested in advance.
- Room layouts are "as shown": No Exceptions.
- Payment to be made with cash, check or credit/debit card.
- 24-hour cancellation notice needed for refund.
- Internet access available with Wireless Card ONLY.
- Use of the Authority's office equipment (e.g., fax machine, copy machine, computer/laptop) is NOT PERMITTED.

Issued: _____

GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY

By _____

Its _____

RECEIVED AND ACKNOWLEDGED:

(GRANTEE COMPANY NAME)

By _____
(NAME PRINTED)

(SIGNATURE)

Its _____



TERMINAL BUILDING CONFERENCE ROOM USE PERMIT

EXHIBIT A

GRANTEE:

(COMPANY NAME)

(ADDRESS)

CONTACT INFO:

(PHONE)

(FAX)

TERM OF USE:

DATE _____

START TIME _____

END TIME _____

Room	Amenities	Seating	Rates
Ford	Projection Screen, TV/VCR, Marker Board, Telephone Ports	35	\$40/hr \$100/half day \$200/full day
Golden Eagle	Projection Screen, Projector, TV/VCR, Marker Board, Telephone Ports	12 - table + 20	\$40/hr \$100/half day \$200/full day
International	Projection Screen, Projector, TV/VCR, Marker Board, Telephone Ports	50	\$50/hr \$150/half day \$300/full day
Kent	Marker Board, Telephone Ports	8	\$25/hr \$60/half day \$125/full day
Michigan	Marker Board, Telephone Ports	12	\$30/hr \$75/half day \$150/full day
Special Events Counter	None	N/A	\$40/hr \$100/half day \$200/full day

AUTHORIZED ACTIVITIES

Grantee is hereby permitted to occupy and use the following for the period specified above:
Cooking in the room and removal of tables from the room are prohibited.

CONFERENCE ROOM

<input type="checkbox"/> Ford Room	<input type="checkbox"/> Golden Eagle Room	<input type="checkbox"/> International Room	<input type="checkbox"/> Kent Room
<input type="checkbox"/> Michigan Room	<input type="checkbox"/> Special Events Counter		

EQUIPMENT

<input type="checkbox"/> Projector	<input type="checkbox"/> TV/VCR	<input type="checkbox"/> Phone
<input type="checkbox"/> Dry Erase Board Kit	<input type="checkbox"/> Other: _____	

LAYOUT REQUESTED / SPECIAL NEEDS

LOSS OR DAMAGE

Grantee assumes and shall bear the entire risk of loss, theft, destruction, or damage of or to any part of the equipment ("loss or damage") from any cause whatsoever, whether or not covered by insurance, and no such loss shall release Grantee of its obligation under this Permit in the event of loss or damage. Grantee, at the sole option of Grantor, shall (a) at Grantee's expense, repair the equipment to the satisfaction of Grantor; or (b) at Grantee's expense, and to the satisfaction of Grantor, replace the equipment with similar or like equipment in good condition and repair and of comparable value, with clear title thereto in Grantor.