

# Airport Conference Room

5005 Hwy 101 S. – Tillamook, OR  
Contact for Reservation: Sandra Neumiller  
Phone: (503) 354-8051  
Email: [sneumiller@potb.org](mailto:sneumiller@potb.org)

# Application



## APPLICANT INFORMATION

### Name :

First:

Last:

### Address:

Street Address

City

Zip Code

### Phone – Day Time

(    )

### Email

### Are you the on-site contact on the day of the event?

If No, Name of Contact:

Phone:

If you are Representing an Organization or Group:

Non-profit?  Yes  No

### Organization / Group Name:

### Billing Address:

### Is the event being catered?

If yes, Caterer's Name:

Phone:

## FACILITY REQUEST

### Event Date

Month / Date / Year

### Date of the Week

Mon Tue Wed Thurs Fri Sat Sun

### I want to have access to the room/s from:

Date  Time

### My program / Event times are:

From  to

## EVENT INFORMATION

### Title of Event:

Estimated Maximum Attendance:

		Yes	No
1	Will you need technology equipment? • Projector	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the event a private meeting?	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the meeting open to the general public?	<input type="checkbox"/>	<input type="checkbox"/>

# Airport Conference Room's Application



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## Please Read and Initial the following statements:

A completed application form must be submitted to the Port of Tillamook Bay in person, by U.S mail to:

Port of Tillamook Bay  
Attn.: Sandra Neumiller  
4000 Blimp Blvd., Suite 100  
Tillamook, OR 97141

Or by email to [sneumiller@potb.org](mailto:sneumiller@potb.org) or by fax (503-842-3680). The application must be signed by an authorized representative of the group who shall attend the meeting and be personally responsible for the conduct of the meeting and any damage to room rented.

The meeting room will be used only for the activities and time approved on this form. Initial \_\_\_\_\_

I am responsible for leaving the room in the same or better condition that I found it. Initial \_\_\_\_\_

I am responsible for any necessary cleaning of messes and/or repair of damages that results from my group's use of the room. (Removal of trash will only be applicable when meeting is free of charge). Initial \_\_\_\_\_

If the room is not left clean, I will be responsible for the cost of any additional cleaning work. Initial \_\_\_\_\_

No Smoking in the building or within 10 feet of a door. No tape or push pins can be used on walls (Painters tape or Command strips allowed). No open flames allowed. Initial \_\_\_\_\_

No driving is allowed on any part of the grass area or on the runways. I will be held responsible for any damages. Initial \_\_\_\_\_

If the event is not canceled at least 10 days in advance, you will be charge the total cost of the rental. Initial \_\_\_\_\_

I have read, understand and agree to comply with the room rules set forth by the Port of Tillamook Bay Board of Commissioners as available from the Port offices and website. I further agree that I am personally responsible for the repair of damage to equipment and facilities and for the replacement of stolen equipment or furnishings that may occur during my groups' occupation of the room.

I agree that Port of Tillamook Bay will not be held liable for injuries to person or property that results from the activities described above. Depending on the event, Certificate of Insurance may be required. \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## Room Rental Policy

**The Port of Tillamook Bay (Port) may rent certain rooms to the public on an equitable basis, according to the attached Fee Schedule.**

### **Authorization for Facility and Meeting Room Use**

The General Manager is responsible for managing all Port facilities, including the meeting rooms. The General Manager or a duly authorized designee shall implement the policies outlined in this document.

The fact that a group or organization is granted permission to meet in the Port does not constitute endorsement of that group or organization by the Port, its policies or beliefs.

### **Policies Guiding the Use of a Meeting Room**

1. No room shall be used for any purpose that would prevent, discourage or interfere with the operations of the Port.
2. Users of a meeting Room may be asked to leave if use is deemed disruptive or in any way contrary to Port policy.
3. Port staff may enter and remain in a meeting room at any time during a scheduled meeting.
4. Activities for minors must be supervised by responsible adults.
5. Permission to use the meeting room is not transferable by any individual or group whose application is approved.
6. No tape or pushpins can be used on walls.
7. No open flames allowed.
8. The applicant shall hold the Port of Tillamook Bay, its employees, and agents harmless from any claim, loss, or liability arising out of or related to the applicant's use of the premises.

### **Meeting Room User Responsibilities**

1. An Application for Room Rental must be completed.
2. The sponsoring organization or lessee/individual is responsible for providing any refreshments served, for keeping food and drink within the designated meeting space, for cleaning up afterwards, and for returning the room to its original condition, and to returning the keys to the Port office. The Port may assess charges for damage or cleaning, as well as lost keys.
3. Time for setting up the meeting and cleaning up afterwards should be included in the meeting time requested.
4. It is the responsibility of the person signing as authorized representative of the group to remain on the premises throughout the period for which it is reserved, to ensure the safety and security of attendees and the Port facility and to further ensure that attendees observe the policies governing the public use of Port facilities and meeting room.

5. Port facilities and meeting room users agree to pay for any and all damages to Port property including, but not limited to walls, floors, grounds and furniture while the applicant is using a meeting room.
6. The key shall be checked out (signed for) only to the sponsor/lessee and shall be returned to the Port via drop box or directly to office staff. If the key is not returned, a fee for replacement will be charged.
7. A list of what is available (tables, chairs, speaker system) will be reviewed with the lessee and Port staff with the sponsoring organizer prior to the key being checked out. Additional rental charges for items may be applicable and will be noted on the form.

## Applying for use of the Meeting Rooms

1. Applications for use of the rooms may be obtained at the Port office or from the Port website: [www.potb.org](http://www.potb.org). Completed forms may be mailed in with deposit checks (if applicable) or brought in person to office staff.
2. A signed, complete application may be received at the Port up to Six (6) months ahead of the requested date but not less than 72 hours prior.
3. The use of chairs and tables may be reserved, subject to availability. (No audio-visual equipment is available at this time.) An indication of these requirements must be made on the application form. Important: The persons using the room will be responsible for arranging these items, and then for stacking chairs and tables prior to departure and for otherwise leaving the room as they found it.
4. The General Manager, or designee, will approve or disapprove the application.
5. Cancellations should be made with as much time as possible for the Port to re-rent the room, but must be made at least 72 hours in advance. Room reservation fee may be forfeited.

## Attachment A: Fee Schedule

Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

### The Airport Meeting Room

The Airport Meeting Room is located at the Airport FBO (5005 Hwy 101 S – Tillamook, OR 97141) and provides a facility for meetings on a wide variety of topics. The Airport Conference Room is reserved in accordance with the following priorities, except that the Port has a preemptive right to use the Airport Conference Room with a minimum of 10 business days’ notice to a previously scheduled group.

#### Capacity & Rules

1. The Room has seating options of 40 people chair seating, 20 with tables and chairs and 45 standing-room only.
2. Use of the attached kitchen area is allowed and included in the rental cost. Recycle bins will be available.

This Policy may be amended by the Board of Commissioners at any time.

The Fee Schedule may be adjusted by the General Manager at any time.

### **Airport Conference Room Fee Schedule**

<u>User</u>	<u>Hours Needed</u>	<u>Total Due</u>
Meeting	Up to 4 hours	\$25.00
Meeting	Up to 6 hours	\$35.00
Meeting	All Day	\$75.00
Public Agency for use <b>during Business Hours</b>	Up to 4 hours	No charge
	More than 4 hours	\$25.00
Public Agency Use for use <b>After Business Hour</b>		See POTB Manager *
* <b>POTB Manager</b> - Michele Bradley - email @ <a href="mailto:mbradley@potb.org">mbradley@potb.org</a>		

## **Staff Use only**

Application Received Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: \_\_\_\_\_

Application Approved: \_\_\_\_\_ or Denied: \_\_\_\_\_ by General Manager

### **Fee**

<u><b>User</b></u>	<u><b>Hours Needed</b></u>	<u><b>Total Due</b></u>	<u><b>Total Owed</b></u>
Meeting	Up to 4 hours	\$25.00	\$
Meeting	Up to 6 hours	\$35.00	\$
Meeting	All Day	\$75.00	\$
Public Agency for use <b>during Business Hours</b>	Up to 4 hours	No charge	\$
	More than 4 hours	\$25.00	\$
Public Agency Use for use <b>After Business Hour</b>		See POTB Manager *	\$
* <b>POTB Manager</b> - Michele Bradley - email @ <a href="mailto:mbradley@potb.org">mbradley@potb.org</a>			\$