

# FACILITY USE REQUEST / AGREEMENT



## Applicant to Comply With Instruction For Preparation of this Application

Please type or print legibly. All items must be filled in; incomplete forms will not be accepted. The applicant, by signing this request has acknowledged that applicant has read and understood the "Facility Use Policy", and agrees to be bound to all the conditions contained therein. Availability is subject to change without notice.

### CONTACT INFORMATION

NAME:	ADDRESS
COMPANY	
PHONE	

### EVENT INFORMATION

Is this event Private or Public? ☐ Public ☐ Private

DESCRIPTION OF EVENT
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DATE OF EVENT	TIME OF EVENT	DURATION OF EVENT	NUMBER OF ATTENDEES
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SPACE REQUESTED (please circle) <div style="margin-left: 20px;"> <input type="checkbox"/> ROOM 1114  <input type="checkbox"/> FIRST FLOOR CONCOURSE  <input type="checkbox"/> VERONICA ROOM                 </div>	SPECIAL REQUIREMENTS:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Number of Guests</th> <th style="width: 50%;">Fee</th> </tr> <tr> <td style="text-align: center;">1-100</td> <td style="text-align: center;">\$100</td> </tr> <tr> <td style="text-align: center;">101-200</td> <td style="text-align: center;">\$200</td> </tr> <tr> <td style="text-align: center;">201-300</td> <td style="text-align: center;">\$300</td> </tr> <tr> <td style="text-align: center;">301-400</td> <td style="text-align: center;">\$400</td> </tr> <tr> <td style="text-align: center;">401-500</td> <td style="text-align: center;">\$500</td> </tr> </table> <p style="font-size: small; margin-top: 10px;">The largest space available for rent is the First Floor Concourse, which has a Maximum Occupancy of 400 persons.</p>	Number of Guests	Fee	1-100	\$100	101-200	\$200	201-300	\$300	301-400	\$400	401-500	\$500
Number of Guests	Fee													
1-100	\$100													
101-200	\$200													
201-300	\$300													
301-400	\$400													
401-500	\$500													

INSURANCE CARRIER, POLICY NUMBER (Attach proof of insurance to this application)	FOOD/BEVERAGE VENDOR REQUIRED?  <div style="display: flex; justify-content: space-around;"> <span>YES</span> <span>NO</span> </div>
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### SIGNATURE AND REVIEW INFORMATION

By signing below, you hereby agree to the terms and conditions specified in the Facility Use Policy, the fee schedule defined in this Facility Use Request, and agree to repay the Airport, City of Syracuse Department of Aviation or the Syracuse Regional Airport Authority for any costs, expenses, fees or charges associated with your use of the Space.

SIGNATURE OF APPLICANT	DATE:
EXECUTIVE DIRECTOR	

IF APPROVED SUBJECT TO CONDITION, ATTACH CONDITIONS HERETO

☐ APPROVED  
 ☐ DENIED  
 ☐ CONDITIONAL