

SYRACUSE HANCOCK INTERNATIONAL AIRPORT

FACILITY USE POLICY

PURPOSE

Syracuse Hancock International Airport (Airport) has space available to the public that may be used for special events, meetings, parties, conferences, etc. The Department of Aviation (DOA) has established this policy to outline the special terms and conditions that apply to the Airport and to insure that all rules and regulations are followed.

PROCEDURE

A. Availability

1. Any person wishing to use any of the available spaces at the Airport must call the DOA at (315) 454-3263, ADS 0, or visit the DOA front counter to check availability and pick up a “Facility Use Agreement” (Agreement) and “Facility Use Fee Schedule” (Fee Schedule).
2. Availability is on a first come, first served basis, and is subject to change without notice.
3. Fees for the use of the facility are listed separately on the Fee Schedule. Fees are subject to change without notice.

B. Facility Use Agreement

1. The Agreement form must be completed to include preferred room, date of event, time of event, number of attendees, special requirements or setup, nature of event, etc. Incomplete forms will not be accepted.
2. The Agreement will act as a request and, when signed by the approving authority, a formal binding agreement between the requesting party and DOA.
3. All Agreements are subject to the approval of the Commissioner of Aviation (Commissioner).
4. The Agreement may be cancelled by mutual consent of both parties at any time. Any fees paid will be fully reimbursed; however, DOA reserves the right to charge a cancellation fee in the event that DOA expended time or services in preparing the room for said event.

TERMS AND CONDITIONS

1. Under some circumstances, the Commissioner may deem it necessary to require a security deposit and/or insurance coverage.
2. Use of the space is restricted to the event specifically stated in the Agreement, or any activities normally associated with such an event. However, no activity shall take place that may in any way effect the normal use and operations of the Airport, interfere or impede the public's use of the Airport, cause any disturbances, breach any security measures, or break any rules or regulations of the DOA, or break any local, state or federal laws.
3. The DOA's remedy for any damage resulting from the breach of any of these terms, or the violation of any laws or rules, will not be limited to the fee paid, security deposit held, or insurance limitations.
4. The Airport has an exclusive agreement with CA One Services, Inc., (Vendor) for food and beverage services. As such, should food or beverages be served at the event, the requesting party must make such arrangements with the Vendor. No outside food or beverages may be brought in except as otherwise agreed to by Vendor. It is advisable to make such arrangements well in advance of the event. Vendor contact information is available at the DOA front desk.
5. All facilities at the Airport are NON-SMOKING. Smoking is strictly prohibited in or around any Airport facility. Any smoking must occur outside the terminal building, at least fifty (50) feet away from any Airport structure.
6. The space used must be left in the condition it was in prior to said event. The person holding the event is solely responsible for the cleaning of the space. All trash produced must be taken away and disposed of by that person. No trash generated by the event may be disposed of at the Airport.
7. Parking for the event is not included in the Agreement. All guests attending said event must arrange for transportation or use the parking facilities and pay the appropriate parking fees.