



## Interfaith Center User Request Form / Agreement

<b>CONTACT INFORMATION</b>	
Name	Address
Company/Organization	
Phone Number	
Alternate Phone Number	
Email Address	
<b>Usage Information</b>	
Service Date (s)	Service Start Time:
	Service End Time:
Full Name of Clergy Officiating:	Denomination:
Podium & Microphone? <input type="checkbox"/> Yes <input type="checkbox"/> No	PA Announcement Requested? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Signature Approval</b>	
<p>The person signing this agreement is responsible for supervision and clean-up of the room. By submitting this application, it does not automatically grant approval for use of the room. You will be notified by phone or email when your application has been approved. This agreement is considered a request. Once the agreement is signed by the Airport Director or the Director's appointed designee, the agreement becomes binding. The City reserves the right to refuse use of a room for any activity that is deemed in violation of federal, state or local laws, codes or ordinance or for demonstrated past failure of the user to comply with the rules and regulations.</p> <p>The Cleveland Hopkins International Airport Interfaith Center usage is for the traveling public and airport employee only. One Security Pass will be issued for Clergy. Please visit <a href="http://TSA.gov">TSA.gov</a> for prohibited items.</p> <p>By signing this agreement, I agree to indemnify, defend and hold harmless the City of Cleveland, Department of Port Control and their respective directors, and employees from and against any and all suit claims, losses, injuries, penalties, demands, expenses, or judgments arising from or in connection with my/our meeting.</p> <p>I have read the rules and regulations for the meeting room and will abide by them.</p>	
Printed Name of Requestor	Date
Signature of Requestor	Date
Signature of Airport Director or Authorize Designee	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied



## **Cleveland Hopkins International Airport Interfaith Center Room Usage for Organized Service**

The Interfaith Center is available for usage on a first-come first-serve basis to airport employees or travelers. The reserved usage of the room is restricted to organized religious service. The Agreement is non-transferable and space can only be used for approved purposes. The Airport Director reserves the right to approve or disapprove use of the meeting room by any group, company or individual.

### ***Rules and Regulations***

- ▶ Applicant must be 18 years of age or older.
- ▶ Reservation can be requested in monthly increments.
- ▶ Smoking or burning of any kind (incense, cigarettes, candles) is prohibited. Smoking is permitted only in the designated outdoor smoking area on the upper roadway.
- ▶ Alcohol consumption is prohibited in the Interfaith Center.
- ▶ Gambling is not permitted.
- ▶ Parking fees are not included as part of the agreement. Clergy guests are responsible for their own parking costs.
- ▶ Food and beverage is prohibited in the Interfaith Center.
- ▶ Podium & Microphone is available upon request.
- ▶ Requestor/Applicant is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending their event. In the event of damage to the room or its furnishings the replacement costs or repair costs will be invoiced to the requestor/applicant.
- ▶ Room set up and room clean up is the responsibility of the user. The Interfaith Center must be left in the condition that it was in prior to the service usage. All set-up and clean up must be completed within the reserved time.
- ▶ Items brought into the Interfaith Center are not to be left after reserved time expires. The City of Cleveland will not be held responsible for items that are left in the Interfaith Center after the reserved time has expired.
- ▶ Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape or staples on walls is prohibited.
- ▶ The City reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the City's use of the Interfaith Center. In the event that the City must revoke a reservation, the City will attempt to contact requestor/applicant to reschedule/cancel usage for the reserved date and time.

Send completed form to Kathleen Page via fax at (216) 265-6021.