



## **Cleveland Airport System Meeting Rooms**

Meeting rooms are available for rent on a first come first serve basis to tenants, companies or to the general public. The use of the space is restricted to the specific event stated in the Conference Room Use Agreement (hereinafter referred to as the "Agreement"). 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. For more information or to schedule meeting rooms call Nancy Ortiz at (216)265-6086 or visit our web-site at [clevelandairport.com](http://clevelandairport.com).

### **Rules and Regulations**

- Applicant must be 18 years of age or older.
- 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 meeting rooms.
- Gambling is not permitted.
- Parking fees are not included as part of the agreement. Organizers and attendees are responsible for their own parking costs.
- Food and beverage service is not provided. Organizer is responsible for these services. If food and beverage service is needed a list of vendors will be provided upon request. Organizer or their designee is responsible for all arrangements and associated clean-up related to food and beverage service.
- Event organizer 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 responsible representative.
- Room set-up and clean up is the responsibility of the user. The meeting room must be left in the condition that it was in prior to the event. All set-up and clean up must be completed within the reserved time.
- Items brought into the meeting room are not to be left overnight. The City of Cleveland will not be held responsible for items that are left in the meeting room overnight.
- 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 meeting room. In the event that the City must revoke a reservation the City will attempt to relocate the event to an alternate location. If an alternate location can not be identified, the Airport will refund users money in full.
- Under some circumstances, the Airport may deem it necessary to require a security deposit and/or insurance coverage.
- Upon completion of the meeting, the door is to be locked and the key is to be returned to the designated drop off point within 15 minutes of the end of the event. If the key is lost or not returned a fee to re-key the lock will be charged to the credit card on file or invoiced to the responsible party.
- Rental fees are to be paid in full prior to the event by credit card (VISA, MasterCard, American Express or Discover), check or money order. Reservations will not be confirmed until payment is received in full.

Please Note: There are no telephones located in the conference rooms.