

Conference Room Request Form
Department of Port Control
www.clevelandairport.com
www.burkelakefrontairport.com

The Department of Port Control (“Department”) welcomes external organizations, tenants, and staff to utilize the meeting space available for rent at Cleveland Hopkins (CLE) and Burke Lakefront (BKL) Airports on a first-come, first-serve basis. Conference Rooms are available Monday-Friday from 7:00 am to 5:00 pm. Conference Rooms cannot be rented on weekends or holidays. The following policy outlines the expectations for all users of conference rooms. If portions of this policy need clarification or the Department may be of further assistance, please do not hesitate to contact us directly.

The Department of Port Control does not provide computer equipment, telephones, or projectors. If users need those items, they must supply their own. **Users rent the space, not the equipment.** The Airport’s free public, non-secure Wi-Fi is available.

The use of the space is restricted to the specific event stated below (hereinafter referred to as the “Agreement”). The Agreement is non-transferable; space can only be used for approved purposes. The Airport reserves the right to approve or disapprove the meeting room’s use by any group, company, or individual.

Please complete the required fields below to reserve at CLE or BKL. Completed forms must be sent via e-mail as follows:

Burke Lakefront Airport

Joel Woods (216)664-4530 - jwoods@clevelandairport.com

Hopkins Room – (Hopkins)

Stephanie Tubbs-Jones Gallery (Hopkins)

Erin Conroy (216) 265-3321 – econroy@clevelandairport.com

Michele Rosa (216) 265-6072 – mrosa@clevelandairport.com

Cleveland + Room (bag claim level) (Hopkins)

Terry O’Brien (216) 265-3344 - tobrien@clevelandairport.com

Erin Conroy (216) 265-3321 – econroy@clevelandairport.com

Michele Rosa (216) 265-6072 – mrosa@clevelandairport.com

Requests must be submitted four (4) days before the use date.

Contact Information:

Today’s Date: _____

Meeting Requester: _____

Organization Name: _____

Address: _____

Updated: 9-12-24

City _____ State _____ Zip _____

E-mail: _____

Primary Phone Number: _____

EVENT INFORMATION:

Event Location: Cleveland Hopkins Burke Airport

Brief Description of the Event Being Held: _____

Date of Event: _____ Start Time _____ End Time _____ No. of Attendees: _____

| Description | Capacity | Day Rate (8 hrs.) | Day Rate (4 hrs.) | Hourly Rate | Check Appropriate Box |
|--|----------|-------------------|-------------------|-------------|-----------------------|
| BKL-Small Conference Room | 8 | \$300.00 | \$150.00 | \$40.00 | |
| BKL-Large Conference Room | 16 | \$400.00 | \$200.00 | \$50.00 | |
| BKL-Main Lobby/West Concourse (must provide own tables and chairs) | 100 | \$1,200.00 | \$600.00 | \$300.00 | |
| CLE-Bag Claim-Cleveland Plus Room | 30 | \$400.00 | \$200.00 | \$70.00 | |
| CLE-Hopkins Room (SIDA Area) * Meetings Only – No Special Events | 35 | \$1,200.00 | \$600.00 | \$300.00 | |
| CLE-Stephanie Tubbs Jones Gallery (RTA Level) (must provide own tables and chairs) | 250 | \$1,200.00 | \$600.00 | \$300.00 | |

SIDA (Security Identification Display Area) *

PAYMENT METHOD:

Credit Card (Discover, MasterCard, and Visa Only):

Card #: _____

Exp. Date _____ Security Code: _____

Name as it appears on Card: _____

Billing Address for Cardholder: _____

Signature of Cardholder: _____ Date: _____

Check # (if paying with a check): _____

(Make Checks payable to the City of Cleveland)

RULES AND REGULATIONS:

The Department rules and regulations that govern the use of airport conference rooms are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use.
- A \$35.00 fee will be charged for returned checks.
- Smoking or burning of any kind (incense, cigarettes, candles, etc.) is prohibited. Smoking is permitted only in the designated outdoor smoking area on the upper roadway.
- Alcoholic beverages of any type are strictly prohibited.
- Gambling is not permitted.
- Parking fees are not included in the rental. Event organizers and attendees are responsible for their parking costs.
- Room users may not request the assistance of Department of Port Control employees in setting up or cleaning the room. Set-up and clean-up are the user's responsibility and must be completed within the reserved time. The room must be left in the condition it was before their event. If the Department must use its staff to clean up the room, the credit card on this Request Form will be charged a financial penalty.
- Food or beverage service is not provided. The event organizer is responsible for these services. The organizer or their designee is responsible for all arrangements and clean-up associated with such service.
- The event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures, or furniture caused by parties attending their event. In the event of damage, the replacement/repair costs will be invoiced to the authorized signatory of the rental document unless otherwise indicated.
- Animals are prohibited in the conference rooms, except service pets.
- Items brought into the meeting room shall be removed at the end of the event. The City of Cleveland/Department of Port Control will not be held responsible for any items remaining on City property.
- The use of nails, screws, tape, or staples on walls, fixtures or the ceiling is strictly prohibited.
- The City reserves the right to revoke a reservation if an emergency or operational need arises that necessitates the City's use of the meeting room or that prohibits access to the meeting room. In such an event, the City will attempt to relocate the user's meeting to an alternate location. If an alternate location cannot be identified, the Airport will fully refund all rental fees that have been paid.

Burke Lakefront Airport:

- Except for the Main Lobby/West Concourse, all rooms have tables and chairs (without table linens), which may not be repositioned without the department's consent.
- Users of the space must not block or in any way hinder access to and from hallways, stairs, elevators, and common areas.
- Under some circumstances, the Airport may deem it necessary to require insurance coverage. If renting the BKL-Main Lobby, the applicant must prove they maintain a comprehensive general liability insurance policy.
- Upon the completion of your event, the user should lock the door. Within 15 minutes of the completion of the event, the key should be returned to the Operations Desk in the terminal's east wing. If the keys are lost or not returned, a \$50.00 fee will be charged for failure to return the room key.

TERMS AND CONDITIONS

Updated: 9-12-24

This document is considered a request pending approval from the Director of the City of Cleveland’s Department of Port Control (“Department”) or their designee. The Department reserves the right to decline the use of a room for any activity deemed violating federal or state local laws, codes, or ordinances for demonstrated past failure to comply with the terms and conditions of this agreement or for any other reason.

By signing this document, you agree to indemnify, defend, and hold harmless the City of Cleveland, the Department of Port Control, and their respective directors and employees from and against any lawsuits, claims, losses, injuries, penalties, demands, expenses or judgment arising from or in connection with the rental of City property.

I have read, fully understood, and accepted the terms and conditions for renting the Department of Port Control’s (City of Cleveland) property.

Signature: _____

User or Authorized Representative

Date: _____

(Signature Required Above or Request Will be Denied)

Signature: _____

Director or Authorized Representative, Department of Port Control

Date: _____