

LAKE TAHOE airport

**Airport Terminal
Rental Agreement**
1901 Airport Rd. Suite 100
South Lake Tahoe, CA 96150
(530) 542-6182 Airport Administration

Name Agency: _____

Mailing Address: _____

Contact Person: _____ Telephone: _____

Email Address: _____

Date(s) requested: _____ Time: _____ to _____

Meeting Title: _____

General Information:

- The physical address of the Airport Terminal is 1901 Airport Rd, South Lake Tahoe, CA 96150. It is located off US Hwy 50 inside the Lake Tahoe Airport.
- There are tables and chairs available by request. The terminal is ADA compliant. ADA restrooms are on the main road level and can be accessed via the airport elevator.
- There are no phones located in the terminal building.
- For copy and/or fax services while using the terminal lobby, please use one of our local businesses that provide those services.
- There is no audio/visual equipment available.
- **Any questions while using the terminal lobby should be directed to the Airport Manager's Office by dialing (530) 542-6182.**

Agreement:

- *It shall be understood that City Council meetings take precedence over any and all reservations and notice will be given at the earliest possible time should the need arise for use by the City Council (i.e., special or emergency meeting)*
- The undersigned is responsible for restoring all furniture and equipment to their original location and general clean-up of the terminal lobby.
- The undersigned is responsible for any and all damage that may be caused during the use of the terminal lobby.
- The City shall be held free and harmless from any and all liability claims that may occur during the use of the terminal lobby as a result of the activities of the applicant.

- The City is not responsible for any lost or stolen items.
- If access to the Airport Terminal Building is required before business hours, a key must be picked up and returned to the Airport Administration Office, located at the Administrative Center, 1901 Airport Rd., between the hours of 7:00 a.m.-4:00 p.m. prior to the meeting.
- The authorized fee adopted by the City Council is **\$27.00** per hour for the **Airport Conference Room** or a fee of **\$266** per event day.
- **Cancellation Policy** – All cancellations must be received in writing within 72 hours of your room rental. Cancellations not received within this timeframe will be charged the full rate of the room rental listed above.
- You may submit payment prior to renting the facility or you can opt to receive an invoice from the City's Accounting Division after the meeting date. You will be required to return the invoice along with your check or credit card payment made payable to: City of South Lake Tahoe.
- This application form must be completed, signed and returned to the Airport Administration Office prior to use of the **Airport Conference Room**.

I have read the Airport Terminal Rental Agreement and agree to abide by the conditions set forth. If you have violated any of the conditions set forth in this agreement, you will be subject to losing the privilege of renting this meeting facility in the future.

Signature of Applicant _____ Date _____

**PLEASE BRING A COPY OF THIS AGREEMENT
WITH YOU TO REFER TO DURING YOUR USE OF THE TERMINAL**