



FORT DODGE REGIONAL AIRPORT  
1639 Nelson Avenue, Suite 2 • Fort Dodge, IA 50501  
515.573.3881 x2 • fdairport@fortdodgeiowa.org

## TERMINAL BUILDING LOWER LEVEL CONFERENCE ROOM

### RESERVATIONS

Requests for the use of the lower level conference room are made in advance to the Airport Administration Office to ensure availability. Pictures of the conference room can be found on our website at [www.fortdodgeiowa.org/airport](http://www.fortdodgeiowa.org/airport), locate "Topics of Interest" heading on the right-hand side of the page and click "Lower Level Conference Room Rental".

### CHARGES

Payment for conference room rental is due on or before the date reserved. Acceptable form of payment includes cash, check or money order (payable to Fort Dodge Regional Airport Commission). Credit cards are not accepted. Rental rates are as follows:

- \$45.00 for half a day (4 hours or less)
- \$80.00 for the entire day (over 4 hours)
- NOTE: Time for set-up and teardown is included in amount of time rented.

### RESTRICTIONS

1. While using the facilities, there will be **NO SOLICITATION** of employees or patrons of the Fort Dodge Regional Airport.
2. No alcoholic beverages allowed without prior approval.
3. No gambling allowed.
4. No decorations, displays, or modifications are allowed that will alter in any way the appearance of the room after its use.
5. Priority will be on a first-come, first-serve basis.
6. The lower level is not ADA accessible. Stairs are the only access to the basement.

### HOURS OF AVAILABILITY

Daily 7:00 a.m. to 10:00 p.m. (unless otherwise agreed to)

### CONTACT INFORMATION

Airport Administration Office Address:  
Fort Dodge Regional Airport Commission  
1639 Nelson Avenue, Suite 2  
Fort Dodge, IA 50501

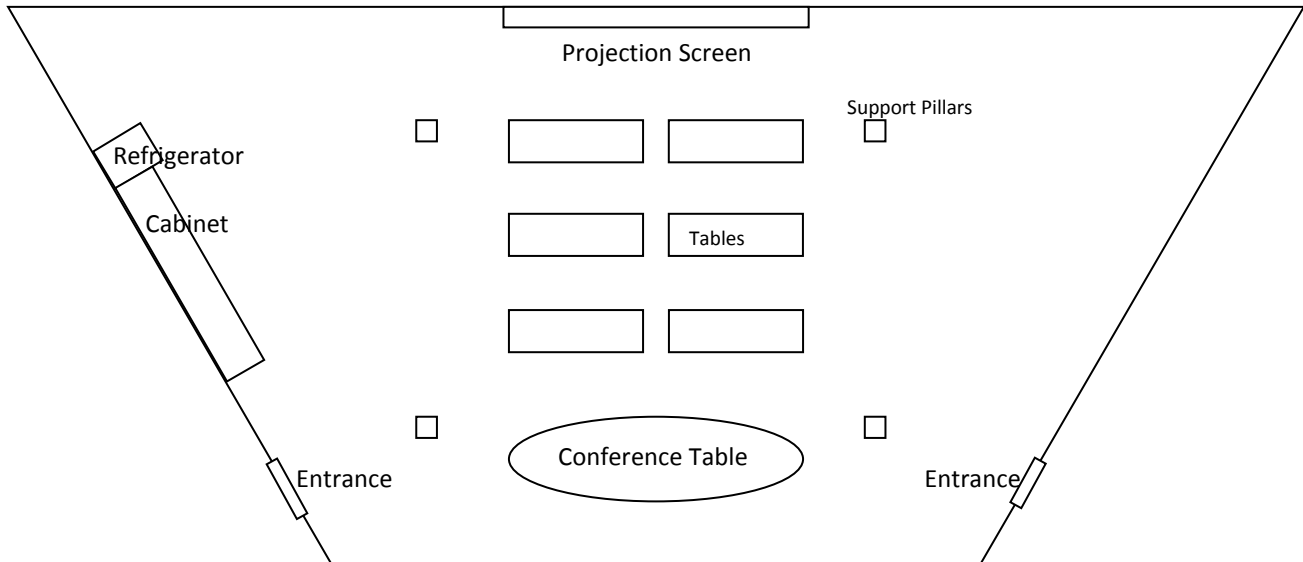
Office Hours: Monday-Friday – 8am-5pm  
Phone: 515.573.3881, ext. 2  
Fax: 515.955.1438  
Email: fdairport@fortdodgeiowa.org

**(PLEASE CONTINUE TO NEXT PAGE)**

Please provide the following information if you agree to the terms listed above:

<b>Print Name of Organization</b>		<b>Contact Email</b>		
<b>Contact Phone</b>	<b>Date of Reservation</b>	<b>Time</b>	<b>Fee</b>	<b># of Attendees</b>
<p><b>Please indicate any audio/video or other equipment that will be needed:</b> (may be subject to additional fees – noted beside item)</p> <p> <input type="checkbox"/> TV      <input type="checkbox"/> VCR      <input type="checkbox"/> DVD Player      <input type="checkbox"/> Projector (\$20)  <input type="checkbox"/> Overhead Projector      <input type="checkbox"/> Screen      <input type="checkbox"/> Conference Phone (\$10)  <input type="checkbox"/> Extension Cords # _____      <input type="checkbox"/> Tables # _____         </p> <p>Other: _____</p>				

If you would like a seating arrangement different from the one below, please cross out and draw in the tables needed: (The tables are 8-foot banquet tables.)



**Notes:**

- There is a coffee maker and microwave on the counter.
- There are four pillars in the room, but they are relatively unobtrusive. Above is their relative location.

I agree that I will defend, including payment of attorney fees, indemnify and hold harmless the Fort Dodge Regional Airport Commission, the City of Fort Dodge and its employees from any claims, costs, lawsuits or liabilities which may result or arise from the rental of this property.

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Signed by Airport Director: \_\_\_\_\_ Date: \_\_\_\_\_

**THANK YOU FOR YOUR COOPERATION IN OUR EFFORT TO  
MAINTAIN A CLEAN AND PRESENTABLE FACILITY.**