

## **Springfield-Robertson County Joint Airport Board** Conference Room Rental Agreement 4432 Airport Road | Springfield, TN 37172 Phone: (615) 985-4432 | Fax (615) 384-2450

This Agreement mad	de and entered on the	day of	, 20
by and between the	Springfield-Robertson Cour	ity Joint Airport Board and	
		, referred to as the "U	ser."
USER'S INFORM	ATION		
Name			
Organization (as app	plicable)		
Email			
		_ Alt Phone	
ROOM REQUEST			
Jack M. Draughon (	JMD)Be	tty C. Moore (BCM)	
For JMD, configura	tion desired		
DATE REQUEST	(primary)		
		d Time	
Timeframe identified mi	ust abide by policy minimums and	include time required for set-up an	ed clean-up.
NAME OF EVENT	Γ:		
		se of Event:	
Expected 7 ttendune	- Turpo	se of Event.	
FEE(S)			
Room	_hours X \$50 =	+ Configuration Fee	·
Total Due	Method Pa	nid I	Date

## **CLEANING/DAMAGE DEPOSIT**

Government Organization:	EXEMPT	Non-Government:	

Signature on this Rental Application constitutes an Agreement to abide by the terms and conditions outlined herein. Submission of this Rental Application does not automatically grant approval for use of the room. You will be notified when your Rental Application has been approved. This Agreement is considered a request; once the Agreement is signed by the Airport Manager the Agreement becomes binding. The Airport Board or the Airport Manager as its agent reserves the right to refuse use of a room for any activity that is deemed in violation of the Springfield-Robertson County Airport Board Conference Room User Policy, federal, state or local laws, codes or ordinance or for demonstrated past failure of the User to comply with the rules and regulations.

By signing this Agreement you agree to indemnify, defend and hold harmless the Springfield-Robertson County Joint Airport Board and their respective Airport Manager and staff from and against any and all suit claims, losses, injuries, penalties, demands, expenses, or judgments arising from or in connection with the requested use of the conference room.

The person executing this Rental Application represents that he/she has authority to execute this Agreement on behalf of the User and is responsible for the payment set-up, clean-up, and overall supervision of the room.

## **SIGNATURES**

User	Airport Manager or his/her agent	
Date	Date	
**************************************	e Use Only*******************	
Pre-rental walk through with User Date Time Initials	Post-rental walk through with User Date Time Initials	
Comments:		
Damages assessed: Yes No If yes explacement	ain and provide details including assessment and estimated	
Reparations made.		
Recommendation for future rental Yes No Comments: No	Conditional (explain)	