



## **CLT TERMINAL CONFERENCE ROOM USAGE STANDARDS**

1. Airport conference rooms, which are located in the terminal on the second floor of the Atrium, include the Piedmont Room and Auditorium. These rooms are owned by the Airport and are managed by CLT TechHelp. Reservations can be made by calling 704.359.TECH (8324) or emailing [techhelp@cltairport.com](mailto:techhelp@cltairport.com).
2. Catering for meetings and events is available through HMSHost, the Airport's food and beverage concessionaire. Contact HMS Host Catering at 704.359.4536.
3. Nothing shall be nailed, tacked, glued, stapled, taped or otherwise affixed to any wall, building surface or furniture in the Airport conference rooms.
4. All audio/visual requests must be submitted to CLT TechHelp at least five (5) business days prior to the meeting or event to ensure availability.
5. The User shall not move or reposition any of the tables within a conference room without permission from the Airport. Desired room configurations shall be submitted at least 48 hours in advance to CLT TechHelp.
6. The User will be billed for any amount of time spent in the room beyond that of the agreed upon reserved time. In the event the room is reserved by another group immediately following the User's reserved time, the User will be asked to vacate the room at the end of the reserved time.
7. The Airport accepts no liability for lost or damaged items left in the conference rooms. Moreover, the Airport is not responsible for any items left after the event.
8. The Airport is a smoke-free facility. Smoking is permitted outside the terminal in designated smoking zones.
9. The meeting rooms are located beyond the security checkpoint and are therefore not accessible by non-ticketed passengers.
10. The User and their guests must comply with all local, state and federal rules, including but not limited to rules regarding picketing, solicitation and the distribution of literature.
11. The User will be invoiced for the reserved time of the scheduled event.
12. The User understands that a cancellation fee ("Fee") will be assessed for reservations cancelled within 24 hours of the reserved time of a scheduled event.
13. Invoices that remain unpaid over 90 days may result in the cancellation of future Conference Room reservations.

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14. The User will be held responsible to clean up the room and removal of any items used for the scheduled event.
15. The User will be responsible for any property loss or damages that are caused by the User or by any member or guest of the User, including, without limitation, any damages to Airport facilities, furniture, equipment, props, linens, materials, and all other personal property of the Airport or any equipment that the Airport may rent or hire on behalf of the User or for the User's use. The User shall also be responsible for the cost to repair or replace, with like kind, items used in the event that were damaged by the User or by any member or guest of the User.
16. The Airport reserves the right to take all necessary actions to ensure the event is in compliance with these standards. Upon completion of the event, the conference room used will be thoroughly inspected by the Airport to ensure that the terms of this agreement has been met.
17. The User is required to remove all meeting materials, trash, food, drinks, etc. from the Airport conference rooms once the meeting has concluded.
18. Failure to comply with these standards may result in the cancellation or denial of future Conference Room reservations.