



TENANT DIRECTIVE

BWI: 603.1
DATE: June 17, 2008
DISTRIBUTION: B

TITLE: RENTAL OF BWI MARSHALL CONFERENCE ROOM FOR AIRPORT TENANTS AND NON-AIRPORT ORGANIZATIONS

I. REFERENCES

- A. BWI Tenant Directive 401.1, Standard Rates and Fees at BWI Marshall, dated May 30, 2008.
- B. This Directive supersedes BWI Tenant Directive 603.1 dated June 20, 2007.

II. DIRECTIVE STATEMENT

- A. The Maryland Aviation Administration (MAA) has a conference room in the Airport terminal building available for use by tenants and non-tenants. The conference room number is NTE 247. It is located in the rear corridor of the Concourse D/E connector near the Airport Meditation Room. The room may be used for conferences, receptions, presentations and other meeting and training functions. The Airport Fire Marshal has established occupancy limits at 33 for banquets, 72 for meetings and 25 for classrooms.
- B. Furnishings include tables, chairs and a lectern. No audio/visual equipment is provided by the MAA.
- C. The charge for the conference room is subject to adjustment semi-annually in accordance with the standard rates and fees established under BWI Tenant Directive 401.1.

III. PROCEDURES

- A. The MAA Division of Customer Service is responsible for receiving and coordinating all requests for use of the conference room. An airport tenant or non-airport organization/individual desiring to use the conference room shall contact the MAA Division of Customer Service at 410-859-7661 to check on availability and to reserve the room. Written requests are to be completed in accordance with C., below, and should be addressed to the MAA Division of Customer Service, Maryland Aviation Administration, P.O. Box 8766, BWI Airport, Maryland 21240.
- B. The conference room will be made available on a first-requested, first-reserved basis. The MAA reserves the right to deny any request it considers inappropriate or inconsistent with the general operation and activities at the Airport. In the event simultaneous requests are received, use of the conference room will be granted in accordance with the following order of preference:
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|-----------------|-------------------------|
| 1 st | Airport Tenant |
| 2 nd | Airport Business Group |
| 3 rd | U.S. Airport Agency |
| 4 th | State Agency |
| 5 th | Local Government Agency |
| 6 th | Non-profit Organization |
| 7 th | Off-Airport Company |
| 8 th | Other |
- C. Any organization or person desiring to use the conference room must complete and submit a BWI Conference Room Reservation Request Form (MAA-054) (see attachment). This form is available electronically on the MAA Intranet and the BWI Tenant Website.
- D. If no other requests have been received for the date and time of a reservation, the reservation will be confirmed in writing.
- E. Payment is due on the day of the event or in advance. Payment can be made by check (made payable to MAA) or credit card (VISA or Master Card). Airport tenants may elect to have the room charge billed by the MAA.

- F. For access to the conference room during normal business hours (8 a.m. to 4:30 p.m.), excluding weekends and holidays, contact the MAA Division of Customer Service at 410-859-7661. During non-business hours, contact the Airport Landside Operations Center at 410-859-7736.

If food and beverages are served at an event, all serving equipment or left-over items shall be removed and the room cleaned appropriately to avoid any additional charges for cleaning. The MAA provides routine custodial service for the room. An inspection will be made after each use. Any special cleaning or repairs due to damage will be billed in addition to the normal use charge.

- G. Any signs to be used external to the room must be approved by the Manager, Division of Customer Service, MAA.
- H. No alterations to the room, including nails, tacks, painting, etc., are permitted.
- I. The requestor will be responsible for any damage caused by his/her use of the room.

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John A. Stewart
Director
Office of Airport Operations

Attachment

==== Denotes revisions