



The Southern Wisconsin Regional Airport (“SWRA”) welcomes staff, tenants, and outside organizations to utilize its conference rooms for meetings, luncheons, conferences, receptions and events for up to 50 people. The following policy outlines the SWRA’s expectations for all users of its conference rooms. If there are portions of this policy that need clarification, or if the SWRA staff may be of further assistance to you, please do not hesitate to contact us at 608-757-5768.

Conference Rooms

Conference Rooms Voyager and Endeavor are both located within the terminal building.

*See attached floor plan

Conference Room Availability

Conference rooms are available on a first come, first serve basis with first priority given for SWRA use. Subsequent priority is granted at the sole discretion of the SWRA to governmental agencies, and airport tenants. The SWRA reserves the right to approve or disapprove use of a conference rooms by any organization, group, or individual, collectively referred to as “User”.

Conference rooms may be reserved on an hourly, daily (8:00am – 4:00pm) or ½ day (8:00 – 12:00pm or 12:00pm – 4:00pm) basis.

After hours and weekend reservations may be granted with prior approval, dependent upon unique circumstances.

Conference rooms are not available for use on the following holidays:

New Year’s Eve, New Year’s Day, Memorial Day, Independence Day (if Independence Day falls on a Saturday, the preceding Friday, if it falls on a Sunday, the following Monday), Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve and Christmas Day (if Christmas falls on Saturday, the preceding Thursday and Friday; if it falls on Sunday, the preceding Friday and following Monday). Rooms are not available without payment of associated fees in advance. Use of the conference rooms may be booked no more than 60 days in advance of the proposed date of use.

Rules and Regulations

The SWRA reserves the unilateral right to refuse to permit use of the conference rooms for particular activities and to refuse to rent them to any party for any reason whatsoever. The rules and regulations governing the use of airport conference rooms are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use.
- Political events, candidate news conferences, organized or unorganized rallies, demonstrations, and fundraisers are prohibited.
- Events that would or might involve the use of sexually explicit, profane or other publicly unacceptable materials, demonstrations or language are prohibited.
- Use of Tabaco products, e-cigarettes, or burning of any kind (incense, candles, etc.) is prohibited within the building. Smoking is also prohibited within thirty (30) feet of any entrance.
- Alcoholic beverages of any type are strictly prohibited.
- Gambling is not permitted.
- Animals are prohibited in the conference rooms, with the exception of service animals.
- Food and beverage service is not provided. Organizer or their designee is responsible for all arrangements and associated clean-up related to food and beverage service.
- Event organizer is responsible for the proper use of the room and the cost of repairing damage to the facility, equipment, fixtures or furniture that is caused by parties attending their event. In the event of damage to the room or its furnishings, the replacement costs or repair costs will be invoiced to the organization renting said room.
- The conference room must be left in the condition that it was in prior to the event.
- Nothing is to be attached to the ceiling or fixtures. Use of nails, screws, tape or staples on walls is prohibited.
- The SWRA reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the SWRA's use of the conference room. In the event That the SWRA must revoke a reservation, the SWRA will refund the User's money, limited to no greater than the total cost of room rental.
- Under certain circumstances, the airport may deem it necessary to require insurance coverage.
- Upon completion of the meeting/event, the door is to be locked.
- Rental fees are to be paid in full prior to the event by credit card, check, or money order.
- Reservations will not be confirmed until payment is received in full.
- Area(s) adjacent to the conference rooms are to be kept in a clean and orderly manner.
- Users are not permitted to block or in any way hinder ingress to and egress from the conference rooms, hallways, stairs, and common areas.
- All conference rooms are equipped with tables and chairs which are not to be repositioned.
- To prevent damage to property, the posting of signs or directional materials anywhere in the

building or on SWRA walls, furniture or equipment is strictly prohibited.

- Any violation of Federal or Wisconsin law, including possession of drugs, gambling or weapons, is prohibited. All weapons, including concealed weapons (handguns, etc.), are prohibited on Airport property.
- **Nondiscrimination:** User agrees not to discriminate against any person on the basis of national origin, age, sexual orientation, gender identity, gender expression, or physical or mental handicap in regard to the use of the SWRA conference room. User agrees to comply with all non-discrimination law applicable to Rock County and SWRA.

Conference Room Usage Fees

All conference room reservations require a completed SWRA Conference Room Rental Application (“Rental Application”) and payment of the full rental amount to hold a date and time. The SWRA Director or designee must approve any changes to the reservation schedule in advance. It is the responsibility of the User to adhere to the dates set forth in the Rental Application. The SWRA will accept rental payments by credit card or in the form of check or money order made payable to: Southern Wisconsin Regional Airport. A \$25 fee will be charged for returned checks. See the attached SWRA Conference Room Schedule of Rental Rates for fee information. Space rental charges are determined by time, duration of use, the amount of space used, and applicable operational and administrative costs.

Conference Room Amenities (as available)

- Endeavor Room - Seating capacity is 17 and a white board is available
- Voyager Room - Seating capacity is 33 and a white board, 75 inch monitor, and PA system are available.

Table and chairs are available to meet the seating capacity of each room or both rooms can be combined for a maximum seating capacity of 50.

- Housekeeping (includes: emptying of trash receptacles, restroom service)

Conference Room Fees Do Not Include

- **Catering:** Catering at the Airport is available only from firms authorized to do business on the Airport.
- **Clean-Up:** It is the responsibility of the User to schedule clean-up times within the rental period specified in the Rental Application. If clean-up is not completed within the reserved time, an hourly charge will be imposed for every hour past the designated rental period. If the conference room is not clean, an additional clean-up fee will be charged.
- **Damages:** The User will be charged for any damage to the premises or property belonging to the SWRA. A walk-thru of the conference room with a SWRA staff member will take place at the end of each rental. The cost of repairing any damage will be charged to the User.
- **Additional Tables and Chairs:** Additional tables and chairs are not available, but may be rented through the caterer or from a third party agency. SWRA staff will not assist in the set-up or breakdown of rental furnishings. Rental furnishings may not be left on the

premises in any location for longer than one (1) hour following the end of the rental unless prior approval is requested and received from the SWRA Airport Director or designee.

- **Audio-Visual Equipment:** The SWRA does not provide projectors or computer equipment; however the User may supply and use its own audio-visual equipment. To prevent disturbances and interference with other occupants of the terminal complex, audio equipment must be kept at a minimum audible level. Wired internet service is not provided; however the User may use the Airport's free wireless service as available.

Inclement Weather & Airport Emergency Plan

Availability of the conference rooms may be affected by severe weather conditions and/or emergency events at the Airport. The SWRA reserves the right to revoke a reservation in the event of significant snow, sleet, ice, wind, Airport emergency or when operational needs arise that necessitate the SWRA's use of the conference room. In the event that the SWRA must revoke a reservation, the SWRA will refund the User's money, limited to no greater than the total cost of room rental.

In the event of inclement weather or Airport emergency-related event affects a planned rental(s); the SWRA Airport Director will attempt to notify the affected User(s) and reschedule the reservation. In the event a reservation cannot be rescheduled, the User's paid rental fees will be fully refunded. In an event of inclement weather or an airport emergency, please contact the SWRA to confirm room availability.

Liability & General Requirements

All Users are responsible for following the SWRA Conference Room Use Policy before any conference room is reserved. An individual authorized to enter into agreements on behalf of the governmental unit or organization must execute the Rental Application. The signature of the authorized person on the Rental Application demonstrates the governmental or organization's understanding and willingness to follow and abide by the procedures, rules and regulations. In all circumstances, the SWRA's monetary liability is limited to the User's conference room rental payment.

By signing this agreement, User agrees to indemnify, defend and hold SWRA and Rock County, its elected officials and employees, harmless from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury, or damage to real or personal property, to the extent caused by the negligence or misconduct of the Users and/or its respective employees, agents or attendees arising from or in connection with the use of the SWRA conference room.

- A User may not assign or transfer any rights granted and accepted under this Agreement without written approval from the SWRA Director or designee.
- To adhere to appropriate building and fire codes, the SWRA has the right to restrict or deny use of the conference rooms based upon number of attendees and type of activity(s) proposed. The maximum number of occupants for the conference rooms is:
 1. Endeavor: 17
 2. Voyager: 33

- The User will be responsible for any activity that would be likely to cause damage to Airport property, or not be in the best interest of the SWRA, its staff or its agents.
- The SWRA assumes no responsibility for the use of patented, trademarked, franchised or copyrighted music, materials or devices used or incorporated into an event. The User agrees to hold the SWRA, its staff and agents harmless from any claims or costs, including attorney fees that might arise from the use of any material described above.
- The User may not block or hinder access to the corridor adjacent to the conference rooms or block or hinder ingress or egress from the building.
- The User agrees not to post any posters, signs, cards or displays on the walls of the conference rooms or on Airport property.
- The User agrees not to change the preset lighting levels configured on the conference room lighting controls.
- The SWRA Director or designee must approve any advertisements prior to distribution and release to the general public. Use of SWRA's official logo and or designation on any printed materials is strictly prohibited. The organization's or the event's name must appear larger than the conference room location's name on any printed materials.

User's advertisements and/or communications, whether print, radio, television, or otherwise, promoting User's events to be held under this agreement shall refer to the rented facilities as "Southern Wisconsin Regional Airport." No other reference whatsoever to the facilities is permitted

- The SWRA will not be responsible for any loss, theft or damages to personal property. The User agrees to hold the SWRA, its staff and agents harmless from any claims or costs, including attorney fees, which may arise from loss, theft or damage to personal property.
- Should the User violate any of these procedures, rules or regulations, the User and all affiliated organizations will forfeit the privilege of any future use of Airport facilities without refund or offset of any rental amounts paid or payable.
- The SWRA may terminate an event at any time for violations of SWRA procedures, rules, regulations, building and/or fire codes.
- It is the responsibility of the User or its appointed party to wipe down tables and place all litter, trash and debris from the conference rooms, including all items on the floor, in the trash receptacles provided at the end of the rental. All lights must be turned off upon departure.
- The User will leave the facility (including outer grounds and parking lot) neat, clean and orderly.
- All property belonging to the User must be removed from the conference room immediately following the rental period. The SWRA, its staff and agents assume no responsibility for items left by any User. Any items left after the rental period will be discarded.
- Printing, faxing, copying, and office equipment/supplies are not available. Arrangements for these services must be made with other third party vendors.
- The person executing this Rental Application represents that he/she has authority to execute contracts on behalf of the User and is responsible for the supervision of the room.
- **Governing law:** This Agreement shall be construed and enforced in accordance with the laws of the State of Wisconsin.
- **Severability:** If any term of this Agreement is held by a court of competent jurisdiction to be

invalid or unenforceable, then this Agreement, including all of the remaining terms, shall remain in full force and effect as if such invalid or unenforceable term had never been included.

- **Insurance:** If deemed necessary by SWRA, User agrees that, in order to protect itself as well as SWRA and Rock County under the Indemnity Provisions contained herein, User will at all times during the terms of this Agreement keep in force a liability insurance policy which names SWRA and Rock County as an additional insured, issued by a company authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department. Upon execution of this Agreement, User will furnish SWRA with a certificate from the insurer of the existence of such insurance. In the event of any action, suit, or proceedings against User upon any matter herein indemnified against, User shall within five (5) working days notify SWRA in writing.

Access

Conference room reservations may be made between 8:00 AM – 4:00 PM. If room reservations are scheduled outside of posted business hours, SWRA staff will provide access to the building in accordance with the Rental Application. SWRA staff will have full access to all parts of the building at all times without restriction. Keys will not be given to the User.

Decorations

The User must make arrangements with its caterer to supply any table linen needs (tablecloths, napkins, skirting, etc.).

The use of tape, staples, tacks, etc. on walls, doors and fixtures is strictly prohibited. If the SWRA Director or designee deems any decorations unsafe or inappropriate, the SWRA Director or designee has the right to remove these items. Neither the SWRA nor the SWRA Director or designee shall be responsible for damage to any items removed pursuant to this provision. All decorations must be removed from the building immediately following the end of the meeting or event.

The use of glitter, confetti, rice, birdseed, doves, butterflies or other celebratory devices is prohibited inside and outside of the building.

The movement or relocation of Airport property, such as plants or furniture, is prohibited.

Photography & Filming Policy

All photography (still and video, print and digital) must be used only for the sole purpose of documenting or promoting the event for which the facility was rented. Photographs of Airport facilities unrelated to the event shall not be published (electronically or in print) or sold for any other purpose whatsoever.

Safety Concerns

Electrical cords may not cross access paths. All electrical cords must be fastened, covered or taped to prevent trip hazards.

Safety devices may not be moved. Users must become familiar with fire escape routes, the nearest exits and the locations of fire extinguishers.

Exits and exit access paths must not be blocked.

Cancellation Policy

Cancellation of any scheduled conference room rentals must be in writing and received no later than 48-hours prior to the date and time of scheduled rental. Any group who fails to cancel a conference room rental within the required time frame will forfeit the rental fee and may result in denial of any future rental requests.

Contact Information

Any individual requiring additional information or clarification regarding the SWRA Conference Room Use Policy, please contact the SWRA administration office at 608-757-5768.

Completed Rental Applications can be sent to:

Southern Wisconsin Regional Airport
1716 West Airport Road, Suite 100
Janesville, WI 53546



Schedule of Rental Rates

Rental includes tables, chairs, and A/V equipment but no food or drink service.

Full Room (Capacity 50 People)

Weekday Rate	\$250.00
Half day weekday rate of	\$125.00
Weekend whole day rate of	\$325.00
Half day weekend rate of	\$165.00

Voyager Room (Capacity 33 People)

Weekday Rate	\$167.00
Half day weekday rate of	\$83.00
Weekend whole day rate of	\$242.00
Half day weekend rate of	\$158.00

Endeavor Room (Capacity 17 People)

Weekday Rate	\$83.00
Half day weekday rate of	\$42.00
Weekend whole day rate of	\$183.00
Half day weekend rate of	\$129.00

Services and Other Fees

- Meeting space is available on weekdays between 8:00 a.m. and 4:00 p.m. at a rate of \$35.00 per hour
- Damage Fee: User will be charged for any damage to, or relocation of Airport Property.
- Returned Check Fee: \$25 per returned check
- Audio-Visual Equipment: The SWRA does not provide projectors or computer equipment; however the User may supply and use its own audio-visual equipment.



Conference Room Rental Application

This Agreement made and entered on the _____ of _____, _____ by and between the Southern Wisconsin Regional Airport (SWRA) and _____, referred to as "User".

EVENT INFORMATION

Name of Event: _____ Expected Attendance: _____

Purpose of Event: _____

Date(s) of Event: _____ Time of Event: _____

Time in: _____ Time Out: _____

USER INFORMATION

Contact Person: _____ Land Line: _____

Mailing Address: _____ Mobile Phone: _____

_____ Fax No.: _____

_____ E-Mail: _____

ROOM INFORMATION

Room (Occupancy) Full Room (50) Voyager Room (33) Endeavor Room (17)

Full day (8 Hrs.) Weekday	\$ 250.00 X <input type="checkbox"/>	\$ 167.00 X <input type="checkbox"/>	\$ 83.00 X <input type="checkbox"/>
Half Day (4 Hrs.) Weekday	\$ 125.00 X <input type="checkbox"/>	\$ 83.00 X <input type="checkbox"/>	\$ 42.00 X <input type="checkbox"/>
Full Day (8 Hrs.) Weekend	\$ 325.00 X <input type="checkbox"/>	\$ 242.00 X <input type="checkbox"/>	\$ 183.00 X <input type="checkbox"/>
Half Day (4 Hrs.) Weekend	\$ 162.50 X <input type="checkbox"/>	\$ 158.00 X <input type="checkbox"/>	\$ 129.00 X <input type="checkbox"/>
Hourly (Weekdays Only)	\$ 35.00 X <input type="checkbox"/>	\$ 35.00 X <input type="checkbox"/>	\$ 35.00 X <input type="checkbox"/>

SUB-TOTAL \$ \$ \$

TOTAL RENTAL RATE \$

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 SWRA Director or designee, the Agreement becomes binding. SWRA reserves the right to refuse use of a room for any activity that is deemed in violation of the SWRA Conference Room Use 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 SWRA and their respective directors, and employees from and against any and all suite 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.

Signature: _____ Date: _____

Title: _____

For Administrative Use Only

Method of Payment:

Check or Money Order: Check No. _____ Amount: _____

MasterCard, Visa, Discover, American Express: Amount: _____

Completed applications can be mailed to:
Southern Wisconsin Regional Airport, 1716 W. Airport Rd., Suite 100, Janesville, WI 53546
or E-mailed to: jvlairport@co.rock.wi.us