

TORRANCE MUNICIPAL AIRPORT – ZAMPERINI FIELD
MEETING ROOM RESERVATION
3301 Airport Drive, Torrance, CA 90505
(310) 784-7900 AirportAdmin@TorranceCA.gov

TODAY'S DATE	EVENT DATE (S)	START TIME	END TIME (ONE HOUR BLOCKS)
ORGANIZATION OR PRIVATE		EMAIL	
CONTACT PERSON	CELL #	WORK #	HOME #
ADDRESS		CITY	ZIP CODE

Organization Type (Check One)	Fee/Hour	Total Hours	Total Due
<input type="checkbox"/> RESIDENT – NON-PROFIT	\$14.00/Hour		\$
<input type="checkbox"/> RESIDENT - PRIVATE	\$36.00/Hour		\$
<input type="checkbox"/> NON-RESIDENT – NON-PROFIT	\$36.00/Hour		\$
<input type="checkbox"/> NON-RESIDENT PRIVATE/COMMERCIAL	\$51.00/Hour		\$

***NON-PROFIT GROUPS HAVE A CALIFORNIA 501(C)(3) NUMBER:** _____

YOUR ORGANIZATION IS RESPONSIBLE FOR THE REMOVAL OF ALL DECORATIONS, FOOD, BEVERAGES AND DISPOSAL OF ALL TRASH IN THE PROVIDED RECEPTACLES. IN ADDITION, USER MUST STACK AND/OR STORE ALL CHAIRS, RETURN TABLES OR LECTERN TO ITS PROPER PLACE, VACUUM CARPET, (VACUUM IN CLOSET), AND RESTORE THE ROOM TO ITS ORIGINAL CONDITION, OR YOU WILL BE BILLED FOR THE COST OF LABOR AND ANY DAMAGES INCURRED DURING YOUR FUNCTION. PLEASE CONFIRM WITH THE AIRPORT DUTY OFFICER ONCE THE ROOM IS IN PROPER ORDER. PROJECTOR AND MICROPHONE ARE AVAILABLE FOR CHECK-OUT.

TYPE OF EVENT _____

EXPECTED ATTENDANCE _____ (68 MAX) EVENT INVOLVES: DRINKS: SNACKS:

OUR ORGANIZATION AGREES TO ABIDE BY THE RULES PRINTED ON THE BACK OF THIS FORM, AND WILL LEAVE THE MEETING ROOM IN THE SAME CONDITION FOUND.

SIGNATURE OF APPLICANT _____ DATE _____

FOR ADMINISTRATIVE USE ONLY	
ROOM FEE PAID BY: CASH _____ CHECK NUMBER _____ CREDIT CARD PAYMENT: <input type="checkbox"/> VISA <input type="checkbox"/> MC	
RECEIPT NUMBER _____ CONFIRMATION NUMBER _____	

**RULES AND REGULATIONS
FOR THE USE OF
GENERAL AVIATION CENTER (GAC) MEETING ROOM**

Application for the meeting room shall be made at the General Aviation Center's Administration office on weekdays, except holidays, between the hours of 7:30 a.m. and 5:30 p.m.

CATEGORIES OF USERS

- A. **GOVERNMENT.** All official City of Torrance activities or sponsored events are without fee. Examples include Airport Commission meetings, City training seminars, FAA meetings, and etc. All other government units shall be assessed a user fee set by Torrance City Council.
- B. **NON-PROFIT ORGANIZATIONS.** A residential non-profit organization is one with a Torrance street address, and is registered as a non-profit corporation with the State of California with a 501(c) (3) identification, or if unincorporated, is clearly a Torrance based organization without profit motive. Other non-profit organizations shall be assessed a user fee set by Torrance City Council.
- C. **PROFIT/COMMERCIAL ORGANIZATIONS.** Any organization not meeting the definitions above.

MEETING ROOM APPLICATION POLICIES

- 1. Meeting room shall be available, in hourly blocks of time, from 6:00 A.M. to 9:30 P.M. Time reserved/paid must include setup, breakdown and cleanup time.
- 2. Meeting room will not be available on legal holidays.
- 3. Beginning on the first day of every year, the meeting room may be reserved twelve months in advance, for a maximum of twelve-month blocks of time.
- 4. Meeting room shall not be reserved by any group or individual more than once in any thirty-day period without prior Airport Commission approval.
- 5. A completed application form is required at least **two weeks** before the date requested. The Facilities Operations Manager shall approve, or disapprove, the application in a timely manner.
- 6. **Meeting room fees shall be paid at least two weeks prior to the scheduled use. Meeting room rates are set by Torrance City Council.**
- 7. Fees shall be refunded only if cancellation is received at least one week prior to the scheduled use. **The City reserves the right to cancel use of the facility up to one week prior to scheduled use if a City need, use or purpose should arise.**

Failure to comply with any rule or regulation governing use of the GAC meeting room is cause for denial of any future use of the facility.

RULES/REGULATIONS FOR USE OF THE MEETING ROOM

- 1. Reservation/Rental of the GAC Meeting Room does not include Flight Planning Room OR Pilots Lounge.
- 2. Airport Staff has jurisdiction over Airport facility at all times.
- 3. Meeting room must be completely unoccupied by 9:30 P.M. All items brought in by user must be removed from meeting room. The Torrance Airport will not be responsible for items left in meeting room by user.
- 4. Meeting room shall not be used for purposes prohibited by City Ordinance, or by State or Federal Law.
- 5. Permission to use meeting room shall not be constructed as an endorsement of the policies, beliefs, or programs of the user.
- 6. Neither the name, nor address of the GAC shall be used as a mailing address for meeting room users.
- 7. Consumption, sale, or use of alcoholic beverages, or tobacco products, is prohibited anywhere within the GAC.
- 8. No fee shall be charged, nor donation solicited, nor membership required as a condition for entry without the prior written permission of the Facilities Operations Manager.
- 9. Food service in the meeting room is limited to drinks and snacks, unless prior approval is given by the Facilities Operations Manager.
- 10. **The setup and cleanup of the meeting room is the responsibility of the organization using the room. Airport staff will inspect the room before and after the event. Failure to return the room to the condition in which it was found may result in denial of any future usage of the GAC meeting room facilities. The room divider shall only be operated by Airport staff.**