GLENDALE REGIONAL AIRPORT
CONFERENCE ROOM REQUEST

Maximum Room Capacity - 36 People & Chairs
Maximum Classroom style set up - 24

Rental Fee: **PAID IN ADVANCE PRIOR TO USE** / **NON-REFUNDABLE**
Normal Day(s) & Time(s) of Usage Monday through Friday 7:00 AM – 7:45 PM
Saturday and Sunday 8:00 AM – 6:30 PM

Meeting Length	Aviation	Non-Aviation
Full day - 5-8 Hrs	$40.00 + tax ($41.36)	$50.00 + tax ($51.70)
Half day - 4 Hrs	$20.00 + tax ($20.68)	$25.00 + tax ($25.85)

(Room Charge Tax: 3.4%)

Cancellations need to be made at least 24 hours prior to the scheduled reservation.

THERE IS NO POSTING ON THE WALLS

White Board: **Use only the special markers provided by the City. Do not use permanent markers or tape on the board. Damage to board/tables/or facility is the financial responsibility of the renter.**

Fill Out Information Completely
Reservation Date: _____ Start Time: _____ End Time: _____

(Please note: maximum to reserve up to 3 months – cannot schedule on a City holiday)

Company: _____
Address: _____
Phone: _____
Contact: _____
Contact email: _____
Event: _____
Number of People Attending: _____ **Room set up: conference room / classroom**
(Please select one)

Check One: Full Day: _____   **Half Day:** _____
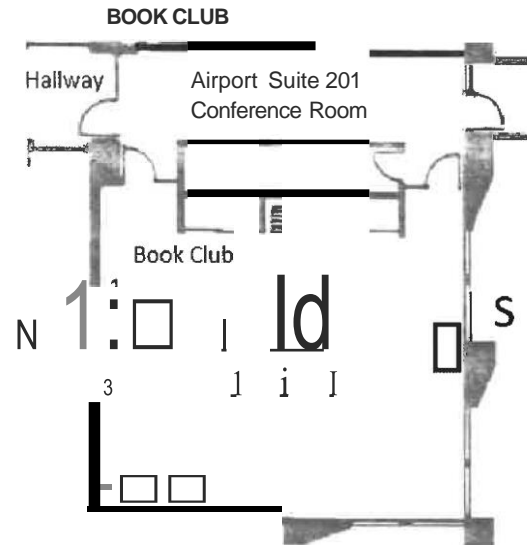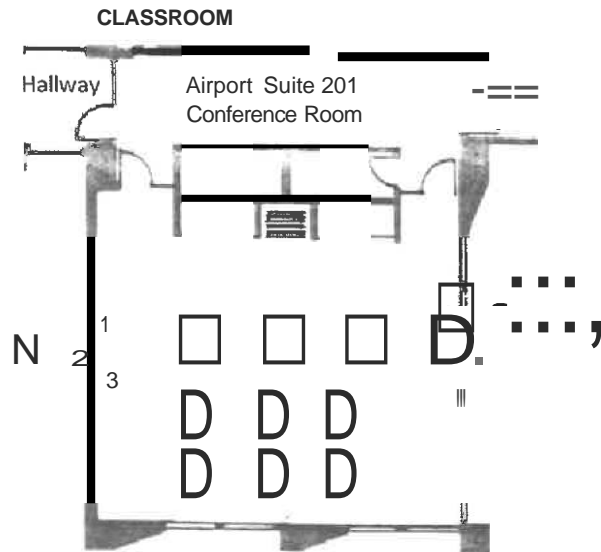
TOTAL DUE $_____

PLEASE RETURN THIS FORM WITH PAYMENT TO:

Glendale Regional Airport
6801 N. Glen Harbor Blvd., #201, Glendale, Arizona 85307
OFFICE: (623) 930-2188
jpatterson@glendaleaz.com

CLASSROOM

Hallway

Airport Suite 201
Conference Room

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1 White Board
2 TV/ Mon.
3 Screen

BOOK CLUB

Hallway

Airport Suite 201
Conference Room

Book Club

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NOTES:

1 White Board
2 TV /Mon.
3 Screen

Each table is two-feet by ·six-feet
   and accommodates 2 chairs.

Any extra tables will remain in room.
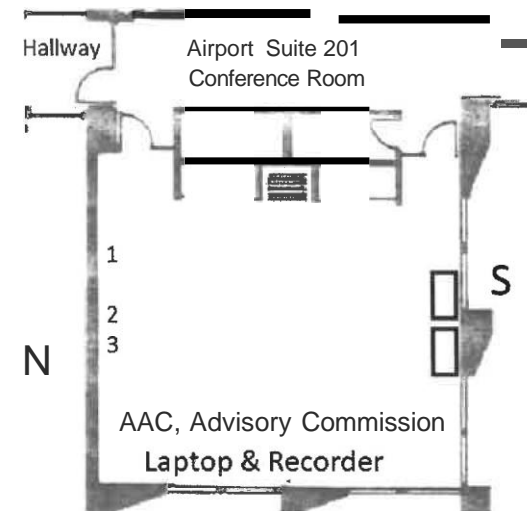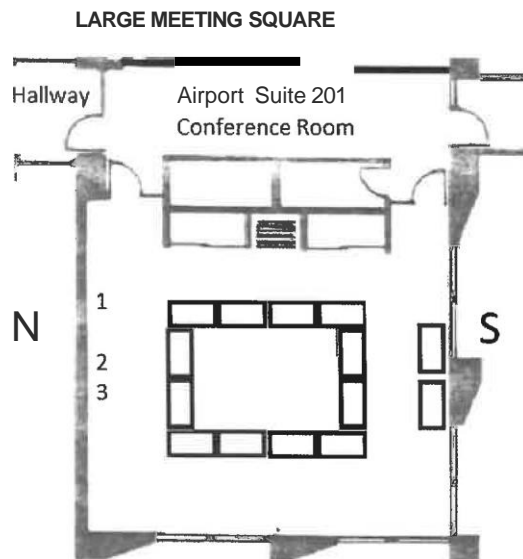
Other configurations possible:

Other configurations possible: Custom?

LARGE MEETING SQUARE

Hallway

Airport Suite 201
Conference Room

N 1
   2
   3

S

Hallway

Airport Suite 201
Conference Room

N 1
   2
   3

S

AAC, Advisory Commission
Laptop & Recorder

One chair per table except
south, put 2 chairs.