



# Flight Deck Conference Center Reservation Form

**Dallas Love Field**  
8008 Herb Kelleher Way, LB 16 | Dallas, Texas 75235  
[aviflightdeck@dallascityhall.com](mailto:aviflightdeck@dallascityhall.com)  
214-671-2357

This reservation form must be completed and returned to the Flight Deck Conference Center, [aviflightdeck@dallascityhall.com](mailto:aviflightdeck@dallascityhall.com), prior to confirmation of reservation. Upon receipt of this form, a confirmation will be sent to you within five (5) business days (Monday-Friday). Reservations will be confirmed on a first come, first serve basis.

Cancellation of the reservation or part of the reservation can be made free of charge up to 2 business days prior to the booking date. In case of a no-show, i.e. a guest does not show up for the conference room as per the reservation, the room will be charged in full.

How did you hear about us? \_\_\_\_\_

Submit the completed form via e-mail to, [aviflightdeck@dallascityhall.com](mailto:aviflightdeck@dallascityhall.com). Requests MUST be submitted at a minimum of 72 hours prior to use.

## CONTACT INFORMATION

Organization Name		Date
Contact Name		
Address		
City	State	Zip
Email	Primary Phone	
Emergency Contact Name and Number		

## EVENT INFORMATION

Description		Date of Event	
Requested Start	am or pm	Requested End	am or pm
			# of Attendees

## ROOM SELECTION AND FEES

Space rental charges are determined by time, duration of use and amount of space. Operational and administrative fees may be charged as applicable.

The Conference Center does provide use of a laptop and onsite IT staff. The User may use the Airport's free wireless service as available.

In the event the Airport is affected by severe weather conditions and/or emergency events, the City of Dallas reserves the right to revoke the reservation. In the event a reservation cannot be rescheduled, the applicant's paid rental fees will be fully refunded.

Room	Size	Capacity	Hourly 1-2 hrs.	Half-Day 3-5 hrs.	Full Day 6-8 hrs. •
Day Office - Private <input type="checkbox"/>	81 sq ft	2	\$25/hour	\$25/hour	\$25/hour
Delta Room <input type="checkbox"/>	154 sq ft	3-4	\$85	\$165	\$235
Charlie Room <input type="checkbox"/>	280 sq ft	5-8	\$110	\$225	\$335
Bravo Room <input type="checkbox"/>	322.5 sq ft	9-20	\$135	\$260	\$385
Alpha Room <input type="checkbox"/>	529 sq ft	125 max	\$160	\$360	\$535

\*After 8 hours the hourly rates apply

**PAYMENT METHOD**

We accept the following forms of payment: AMEX, MasterCard, Visa and Discover cards.

**RULES AND REGULATIONS**

The City of Dallas rules and regulations that govern the use of Dallas Love Field's airport Flight Deck Conference Center are as follows:

- Applicant must be 18 years of age or older.
- Rental must be for a legally permissible use only.
- Smoking or burning of any kind (incense, cigarettes, candle etc.) is prohibited. Smoking is permitted only in the designated outdoor smoking area on the upper roadway.
- Alcoholic beverage service of any type will require a formal request to the Director of Aviation for approval.
- Gambling is not permitted.
- Parking fees are not included as part of the rental. Event organizers and attendees are responsible for their own parking costs.
- Food and beverage service can be coordinated through your Event Organizer. If food and beverage service is needed, a list of vendors will be provided upon request. Applicant or their designee is responsible for all clean-up associated with such service.
- Room set-up and clean-up is the responsibility of the applicant. The meeting room must be left in the condition that it was in prior to the event. All set-up and clean up must be completed within the reserved time.
- Applicant 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, the replacement/repair costs will be invoiced to the authorized signatory of the rental document unless otherwise indicated.
- All rooms are equipped with tables and chairs (without table linens) which are not to be repositioned without the consent of the Department.
- Users of the space must not block or in any way hinder ingress to and egress from the conference rooms, hallways, stairs, elevators and common areas.
- Animals are prohibited in the conference rooms, with the exception of service pets.
- Items brought into the meeting room shall be removed upon end of event. The City of Dallas will not be held responsible for any and all items remaining on city property.
- The use of nails, screws, tape or staples on walls or fixtures attached to the ceiling is strictly prohibited.
- The City of Dallas reserves the right to revoke a reservation in the event that emergency or operational needs arise that necessitate the City's use of the meeting room or that prohibits access to the meeting room. In such event, the City of Dallas will attempt to relocate the applicant to an alternate location. If an alternate location cannot be identified, the airport will refund all fees paid, in full.
- Under some circumstances, the Airport may deem it necessary to require a security deposit and/or insurance coverage.
- Rental fees are accepted via credit card only and must be paid in full, upon submission of Reservation Form.

**TERMS AND CONDITIONS**

This document is considered a request pending approval from the Director or the Assistant Director of the Department of Aviation or his/her designee. The City of Dallas reserves the right to decline use of a room for any activity that is deemed in violation of federal, state, local laws, and City of Dallas Codes or Ordinances, for demonstrated past failure to comply with the terms and conditions of this agreement or for any other reason.

By signing this document, you agree to indemnify, defend and hold harmless the City of Dallas Department of Aviation and its respective Directors' and employees from and against any and all lawsuits, claims, losses, injuries, penalties, demands, expenses or judgements arising from or in connection with the rental of City property.

I have read, fully understand and accept the terms and conditions for the rental of the Department of Aviation (City of Dallas) property.

Signature of User or Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

Signature Director or Assistant Director Department of Aviation \_\_\_\_\_ Date \_\_\_\_\_