GLENDALE MUNICIPAL AIRPORT
CONFERENCE ROOM REQUEST

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

Rental Fee: **PAID IN ADVANCE PRIOR TO USE** / **Rental Hours:** AS AVAILABLE
Normal Day(s) & Time(s) of Usage: Monday through Saturday 8:00 AM – 8:00 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: _____

Check One: Full Day: _____   **Half Day:** _____

TOTAL DUE $_____

PLEASE RETURN THIS FORM WITH PAYMENT TO:

Glendale Municipal Airport
6801 N. Glen Harbor Blvd., #201, Glendale, Arizona 85307
OFFICE: (623) 930-2188 / FAX: (623) 872-1278
jpatterson@glendaleaz.com