



City of Santa Barbara Airport Department  
 601 Firestone Road, Santa Barbara, CA 93117 (805) 967-7111

**APPLICATION FOR FACILITY & EQUIPMENT USE PERMIT**

- Airport Administration Conference Room – 601 Firestone Road – (805) 967-7111  
 [ Capacity: combined rooms = 60 persons; large room = 25; small room = 20 ]
- Airport Visitors Center – 45 Hartley Place – (805) 964-7622  
 [ Capacity: 80 persons maximum = large room; 40 maximum = small room ]

Applicant: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Email: \_\_\_\_\_

Meeting Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_ Number Attending: \_\_\_\_\_

Event Time(s): \_\_\_\_\_

## Santa Barbara Airport Administration Conference Room Guidelines

- Reservations should be made at least one week prior to meeting. A fee will be charged for the use of the Conference Room. We reserve the right to charge a security deposit for certain events.
- Parking for the Administration Conference Room is available on the northeastern side of the building.
- The Airport Administration Building is open Monday – Thursday, 7:30 a.m. – 5:30 p.m., Friday, 8:00 a. m. – 5:00 p.m., and closed every other Friday. During these times, building access will be coordinated with the front office; for other time periods, the building will be unlocked at a prescribed time by an on-duty Airport Patrol Officer.

After business hours, please access the conference room from the exterior doors at the northeast corner of the building which is closest to the conference room.

- Smoking is not allowed in the Administration Building or within 20 feet of the building. [CA Gov. Code 7597(a)]
- The thermostat(s) should stay set at 72 degrees. Please keep the doors to the conference room closed to conserve energy.
- Food and beverages may be served in the conference room, HOWEVER:
  - a. Cooking is not allowed on the premises.
  - b. No alcoholic beverages are allowed on the premises.
  - c. Please clean up spills.
  - d. **DO USE** the recycle cans provided in the room for:  
plastic containers, office paper, newspaper, aluminum can, glass, tin cans, paper grocery bags and cardboard.  
**DO NOT** use the recycle cans for food waste, napkins, paper towels or any products not listed above.
  - e. Wipe off tables at the conclusion of your meeting.
  - f. Excess trash that cannot be accommodated by Conference Room waste containers must be removed from the premises by the applicant. No food or beverage waste will be left in the Conference Room. Applicant is responsible for supplying trash bags to carry out excess trash.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used to hang items on the non-fabric walls.
- If extension cords are used, they must taped down to the carpeting or flooring.
- Please do not open or close the room divider. Airport staff will open or close it after your group is finished using the conference room.
- You may use the TV and VCR/DVD player. If you need a laptop and projector for a presentation, please bring your own.

The Airport conference Room is heavily used. In order to provide a comfortable, clean, and professional looking facility, everyone using the room needs to take responsibility for its daily maintenance.

- Please take all the materials and personal possessions brought into the conference room when you leave.
  - Please leave the room in the same condition in which you found it.
- The telephone in the Administration Conference Room is for emergency calls only.

Emergency numbers: Police/Fire **9-911**

Airport Security Operations Center **9-681-4803**.

## Santa Barbara Airport Visitors Center Facility Guidelines

- Parking for the Center is available in the two northern most driveways and on the street.
- Emergency equipment access is via the southern most driveway which is white striped. The door in front of the white striped parking space is clearly posted "NO PARKING".  
**Do not park in the "NO PARKING" space.**
- The Airport Community Education Liaison is on duty Tuesday – Thursday 8:30 a.m. through 3:30 p.m. During these times, building access will be coordinated with the Education Liaison. For other time periods, the building will be unlocked by an on-duty Airport Patrol Officer by calling the Airport Security Operations Center a minimum of 30 minutes prior to the scheduled meeting time (681.4803).
- Emergency numbers:  
Police/Fire **9-911**  
Airport Security Operations Center **9-681-4803**.
- Applicant is responsible for leaving all areas of the facility in the same condition as found and locking the facility upon departure.
- Smoking is not allowed in the Visitors Center or within 20 feet of the building.
- Cooking is not allowed on the premises.
- Barbecuing is not allowed inside or outside the facility (i.e. yard, street, etc.)
- Excess trash that cannot be accommodated by Center waste containers must be removed from the premises by the applicant. No food or beverage waste will be left in the Center. Applicant is responsible for supplying trash bags to carry out excess trash.
- We reserve the right to charge a security deposit for certain events.
- No alcoholic beverages are allowed on the premises.
- No nails, staples, thumbtacks or tape with permanent adhesive may be used to hang items on the non-fabric walls.
- If extension cords are used, they must be taped down to the carpeting or flooring.

