



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

APPLICATION FOR FACILITY & EQUIPMENT USE PERMIT

- Airport Visitors Center – 45 Hartley Place – (805) 964-7622
- Airport Administration Conference Room – 601 Firestone Road – (805) 967-7111
- Other _____

Applicant: _____

Organization: _____

Mailing Address: _____

City, State, Zip: _____

Phone: Day _____ Evening _____

Email: _____

Meeting Description: _____

Date(s): _____ Number Attending: _____

Santa Barbara Airport Administration Conference Room Guidelines

- Reservations should be made 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 – Friday, 7:30 a.m. – 5:30 p.m., 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:
#1 & #2 plastic containers only, office paper, newspaper, aluminum can, glass, tin cans, paper grocery bags and cardboard.
DO NOT use the recycle cans for food waste 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 be 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.
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- 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.

Statement of Hold Harmless and Understanding

Applicant agrees to investigate, defend and hold harmless the City, its officers, employees and agents from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges, expense (including attorney's fees) and causes of action of any character which the City may incur, sustain or be subjected to on account of loss or damage to property or the loss of use thereof and for bodily injury to or death of any persons (including but not limited to the property, employees subcontractors, agents and invitees of each party hereto) arising out of or in any way connected to the work to be performed pursuant to this agreement or occupancy, operation, maintenance, enjoyment and use of any City premises under this agreement to the extent permitted by law.

I have read and agree to the guidelines pertaining to airport, facility and equipment use.

Signature of Applicant: _____

Printed Name: _____

Phone Number: _____ Date: _____

Permit Issued on: _____ Effective through: _____

Approved – Karen Ramsdell, Airport Director

Date: _____

Copy for permit file, original to permittee.

Santa Barbara Airport Visitors Center Facility Guidelines

- Parking for the Center is available in the two northern most driveways and on the street. The southern most driveway provides access to emergency equipment therefore no parking is allowed in that space.
- The Airport Community Education Liaison is on duty Tuesday – Thursday 8:30 a.m. and 4:30 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 30 minutes prior to the meeting time (681.4803).
- Emergency numbers: Police/Fire 911 and Airport Security Operations Center 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 Visitor's 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 taped down to the carpeting or flooring.

Permit Issued on: _____ Effective through: _____

Approved – Karen Ramsdell, Airport Director

Date: _____

Copies for permit file and Visitor's Center, original to permittee.