



CITY OF BUFFALO, MINNESOTA

212 Central Avenue
Buffalo, MN 55313
763-682-1181 (Phone)
763-682-6376 (Fax)
www.ci.buffalo.mn.us

Office Use:
Excel: _____
Calendar: _____
Access Card Sent/Picked Up: _____
Access Card Returned: _____
Damage deposit returned
(if applicable) _____

Permit No.: AD_____

Airport Arrival and Departure Building Reservation

ALL RESERVATIONS ARE SUBJECT TO THE ATTACHED RESERVATION POLICY. PLEASE REVIEW THE CONDITIONS BEFORE PROCEEDING.

****The building is now available for general public meeting use.
Please refer to the Rental Fees section below.****

Organization Name: _____ Local Non-Profit? _____

Your Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (day) _____ (evening) _____

Email address to send confirmation to: _____

Desired Reservation Date: _____

From: _____ (am/pm) To: _____ (am/pm)

****Please indicate here if you will need to get into the building prior to your meeting
start time _____ (am/pm)**

RENTAL FEES: (Not applicable to local non-profit groups)

\$100.00 per day plus refundable \$50.00 damage deposit**

****Damage deposit will returned provided that Arrival and Departure building is
left clean and in the condition it was found. Access card must also be returned.**

AIRPORT ARRIVAL AND DEPARTURE BUILDING RESERVATION POLICIES

1. The building is now available for general public meeting use. Rental fees apply as per the Rental Fees section. Local non-profit groups remain free of charge.
2. A copy of this approved, signed and dated permit must be brought to the facility as proof of reservation.
3. Reservations must be made by a person 18 years of age or older. Responsible adult supervision must be provided at all times to insure that the facility and surrounding grounds are utilized in a safe and orderly manner.
4. If you must cancel your reservation, please contact the City of Buffalo as soon as possible at (763) 682-1181. We will refund your rental fee, minus any tax paid, as well as your full damage deposit.
5. As the Arrival and Departure building is locked at all times, a building access card shall be picked up from the City Center prior to the reservation date, allowing access to the building only during the designated times.
 - If it is necessary keep the door unlocked for the group's arrival and/or during the meeting, please utilize the brackets on the door handle to do so.
Please be sure to lock the door again after your meeting.
6. The building access card shall be returned to the City Center no later than 2 business days following your event. We reserve the right to hold your damage deposit until the access card has been returned.
7. The group is responsible for keeping the building clean by leaving the facility and grounds free of litter. Please empty garbage cans into nearby dumpsters, wipe off tables, and clean up messes and spills on the floor. Failure to do so may result in forfeiture of your damage deposit as well as forfeiture of the rights of building use in the future.
8. Pilots have full access at all times to the weather equipment area, pilot lounge and kitchen area.
9. No one in the group/organization is allowed to use the equipment or computers in the pilot's lounge or in the weather equipment area.
10. Any items in the kitchen area are the property of the pilots. Please refrain from using.
11. Security cameras are in use at the Airport Arrival and Departure building.

The above named group agrees to abide by all airport regulations. Groups are reminded that their reservation is for the Arrival/Departure Building area only. Other airport facilities are open to public use. Be considerate of other users, clean up after your event. It is agreed that this permit is a license only to use the facilities for the stated purpose(s). The licensee agrees that the City of Buffalo, its agents, employees and/or assigns are not responsible for any personal injury or property damage sustained by licensee, his/her invitees or guests, arising out of the use of the facilities pursuant to this permit. Licensee agrees to indemnify the city of Buffalo, and, its agents, employees and assigns for any claims for personal injury or property damage made against it arising from the use of the facilities pursuant to this permit.

Agreement: I have received, read, and agree to abide by all City Ordinances, Airport Rules and Regulations, as well as conditions with this reservation application.

Signature

Date

Questions, comments, or suggestions regarding the Airport Arrival and Departure building may be directed to Trisha Rollag at the City Center at 763-682-1181 or trisha.rollag@ci.buffalo.mn.us. Rev. 03/11