



# Troy Airport Training Center

## Reservation Form



Troy Municipal Airport at N. Kenneth Campbell Field is a SMOKE-FREE facility.

### Reservation Contact Information

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### Event Information

Date(s) of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*The use of the Training Center is limited to the operating hours of the FBO, which are daily from 8:00AM – 5:00PM, except Federal Holidays. The use of the Training Center before or after these hours is not allowed.*

Will Food or Drinks be served? ☐ Yes ☐ No Will the event be catered? ☐ Yes ☐ No

Will the caterer need to come early? ☐ Yes ☐ No If yes, what time? \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Number of Attendees? \_\_\_\_\_

### Equipment Information

Please specify if you will be needing the Overhead Projector & Screen for the event: ☐ Yes ☐ No

**There is no audio in the rooms. If you need audio, please bring speakers.**

**\*The Training Center is equipped with wireless internet. Please bring your own laptop computer.**

For equipment-related questions, equipment set-up information and details, or to arrange pre-event equipment testing / set-up, please contact Melissa Sanders via ([melissa.sanders@troyal.gov](mailto:melissa.sanders@troyal.gov)) or (334) 670-6058 at least one week before event.

### Training Center Policies Compliance & Agreement

I have read, understand, and agree to comply with the Troy Airport Training Center General Policies located on page 2 of this form.

I hereby fully release and discharge the City of Troy, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the above meeting(s) in the Troy Airport Training Center.

I further agree to indemnify and hold harmless and defend the City of Troy, its officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, including, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the above meeting(s) in the Troy Airport Training Center.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE SUBMIT A SIGNED ELECTRONIC COPY OR HARD COPY OF THIS FORM FOR RESERVATION:

City of Troy, C/O Melissa Sanders, PO Box 549, 306 E. Academy Street, Troy, Alabama 36081

[planning@troyal.gov](mailto:planning@troyal.gov)



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## Troy Airport Training Center General Policies

1. The Troy Airport Training Center is located in the same building as the Airport terminal. The reservation of the Training Center does not grant the reserving organization/tenant use of the Terminal area.
2. The primary use of the Troy Airport Training Center is for Pike County businesses and industries for training needs. The use of the Training Center is limited to the operating hours of the FBO, which are daily from 8:00AM – 5:00PM, except Federal Holidays. The use of the Training Center before or after these hours is prohibited.
3. Use of the rooms will be scheduled on a first come, first serve basis through the City of Troy, 301 Charles W. Meeks Avenue · PO Box 549, Troy, AL 36081, (334-670-6058) office; (334-670-6078) fax; or email it to [melissa.sanders@troyal.gov](mailto:melissa.sanders@troyal.gov).
4. Keys for the Airport Training Center must be picked-up from the City of Troy (306 E. Academy Street). Keys may be picked-up the day before the event. Keys must be returned to the City of Troy immediately following the event or at 8:00 am the next business day.
5. **The reserving organization/tenant is responsible for wiping down and sanitizing the boardroom\training rooms after each use.**
6. **Following the use of the reserved space, the Troy Airport Training Center including bathroom, foyer and separate office (if used) must be cleaned and left in the same condition as before. The reserving organization/tenant is responsible for removing all garbage/trash from the rooms following any event.**
7. Please note that this facility opens at 8:00 AM closes at 5:00 PM. For the safety and security for our airport, all events/training at the airport must start on or after 8AM and end on or before 5PM, all attendees shall have left the building by this time, and all exterior doors are locked after each use.
8. This is a SMOKE-FREE facility. Smoking is **not** allowed on the premises. Please do not litter.
9. It is recommended that a set-up meeting be scheduled prior to the reservation to ensure all equipment works with the applicant's laptop. (*Laptops are not provided*)
10. There are to be no flammable or lit heating units, candles or sternos in the Airport Training Center.
11. **Do not move the Board Room tables.** If any training tables or chairs are moved, please relocate them in the same position as before. All food or drink must be cleaned from tables following any event.
12. Please make sure all lights & equipment are turned off and all doors are locked before departure from the Airport Training Center.
13. In the event that the facilities are not left in a satisfactory clean condition, a \$50.00 fee will be charged. If any damage is done to the facility during use or in connection with the above meeting(s) in the Troy Airport Training Center, the organization reserving the facility is liable for all costs or charges incurred by the City for the repair of such damage.

## Questions & Reservations Contact

City of Troy, Alabama  
Melissa Sanders, Planning & Zoning Administrator  
PO Box 549, Troy, Alabama 36081  
(334) 566-0177 · [planning@troyal.gov](mailto:planning@troyal.gov)