

# **Metropolitan Washington Airports Authority**

## **Conference Room Reservation Policy**

### **Applicable Conference Rooms**

Appendix A lists those airport conference rooms that are publicly available for a rental fee. Appendix B lists airport conference rooms available at no charge to tenants of the respective Airport.

### **Approvals**

Conference Room reservation requests are approved by the Office of the Airport Manager on a first come, first served basis. Requests may be denied at any time (especially during peak travel times). All fees must be paid 48 hours in advance of the event.

### **Conference Rooms available for Tenant Use**

Any tenant of Reagan National or Dulles International may request at no charge a conference room listed in Appendix B at the respective airport.

### **Conference Rooms available for Rent**

Conference rooms available for rent are listed in Appendix A. Fees are detailed in Appendix C.

### **Fee waivers**

MWAA Offices may request a waiver of rental charges for external groups through the Contributions Form. Waivers of less than \$1,000 are approved by the Vice President of Communications. Waivers of \$1,000 or more are approved by the Chief Executive Officer. Approved forms must be received before booking is confirmed. MWAA events—where MWAA is responsible for the event—do not require a Contributions Form.

# APPENDIX A

## CONFERENCE ROOMS PUBLICLY AVAILABLE FOR RENT

### **Reagan National**

#### **Terminal A Conference Center**

Terminal A Conference Center is located pre-security. Requests are accepted for a rental fee (see appendix C).

### **Dulles International**

#### **Chantilly Room**

The Chantilly Room, located pre-security in the Main Terminal adjacent to the Airport Manager's Office. Requests are accepted for a rental fee (see appendix C).

## **APPENDIX B**

### **CONFERENCE ROOMS AVAILABLE TO TENANTS AT NO CHARGE**

#### **Reagan National**

##### **South Pier Conference Room**

The South Pier conference room is post-security in Terminal B. Any tenant of Reagan National may request the conference room at no charge. No set up assistance is provided.

#### **Dulles International**

##### **Conference Rooms A & B**

Conference Rooms A & B, in the Main Terminal adjacent to the Airport Manager's office. Any tenant of Dulles International may request a conference room at no charge.

## APPENDIX C

### RENTAL RATES

#### Reagan National Terminal A Conference Center

**Hourly rates:**

\$95 for 1 room

\$180 for both rooms

**Day rates:**

\$500 for 1 room

\$1,000 for both rooms

#### Dulles International Chantilly Room

**Hourly rates:**

\$95

**Day rates:**

\$500