

# CATHY LEONARD-MCLEAN COMMUNITY ROOM

## RESERVATION REQUEST FORM

RENTAL CAR CENTER, BOSTON-LOGAN AIRPORT

Please review all information contained on this form, complete the form in its entirety, and send to:



Aviation Department  
 Massachusetts Port Authority  
 One Harborside Drive, Suite 200S  
 East Boston, MA 02128

Phone: (617) 561-1618  
 Fax: (617) 561-1609

Email: [CathyLeonard-McleanCommunity\\_Room@massport.com](mailto:CathyLeonard-McleanCommunity_Room@massport.com)

The Cathy Leonard-Mclean Community Room (CLMCR) is located on the lower level of the Rental Car Center Facility at Boston Logan International Airport. The Cathy Leonard-Mclean Community Room is available for use by community and civic organizations within the neighboring impacted communities for community or civic events only; and are community and civic groups that have been certified by the Authority as eligible to use the Cathy Leonard-Mclean Community Room. A list of Authority-certified CLMCR-eligible community and civic organizations is available on request. Organizations not on that list will be directed to the Authority's Department of Community Relations: to the attention of Anthony Guerriero.

The Cathy Leonard-Mclean Community Room is available for use between the hours of 8:00 AM to 9:00 PM, Monday through Friday or at such times as the Authority may determine at its sole discretion. The CLMCR is available for use by reservation only; reservations are generally made on a first-come-first-served basis, and use of the CLMCR by any one community or civic group is limited to no more than ten hours per month.

Submit completed CLMCR Reservation Request Forms, to the Massachusetts Port Authority's Aviation Department Administrative Offices, to the attention of Amy Hennessey and Christine Correale, no fewer than ten (10) days in advance of the reservation date requested.

**REQUESTER:**

LAST NAME	FIRST NAME	TITLE
NAME OF ORGANIZATION:		TYPE OF ORGANIZATION
ADDRESS	CITY	ZIP
(    )	(    )	(    )
TELEPHONE	ALTERNATE PHONE	FAX
EMAIL		

**MEETING DETAILS:**

DATE	SET-UP START TIME	START TIME	END TIME	CLEAN-UP END TIME
MEETING DESCRIPTION (Please attach a separate sheet, if necessary.)				
# OF ATTENDEES NOT TO EXCEED 130	NAME OF MEETING ORGANIZER ATTENDING (IF DIFFERENT THAN LISTED ABOVE)	ORGANIZER TELEPHONE/CELL TO BE REACHED DURING THE TIME OF THE EVENT		

# CATHY LEONARD-MCLEAN COMMUNITY ROOM

## RENTAL CAR CENTER, BOSTON-LOGAN INTERNATIONAL AIRPORT

### INFORMATION CHART

ITEMS	DESCRIPTION AND OR ALTERNATIVE	ITEMS	DESCRIPTION AND OR ALTERNATIVE								
Free Onsite Parking	Currently, the Massport Shuttle Bus is available to/from all Logan Airport Terminals, Rental Car Center and the Airport T Station.	Projection Screen	One (1)								
Paid Parking*	The Central Parking Garage is within walking distance to Terminal's A, B, C, & E. Customers may ride the Massport Shuttle Bus from any terminal to Logan's Rental Car Center. Visit <a href="http://www.Massport.com">www.Massport.com</a> for parking rates & availability.	*Projector	One (1) Mounted to the Ceiling. (HDMI Compatible. Guest must supply their own HDMI cord.)								
Tables**	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">3' Rectangular</td> <td>Quantity Available: 2</td> </tr> <tr> <td>6' Rectangular</td> <td>Quantity Available: 10</td> </tr> <tr> <td>8' Rectangular</td> <td>Quantity Available: 6</td> </tr> <tr> <td>5' Round</td> <td>Quantity Available: 10</td> </tr> </table>	3' Rectangular	Quantity Available: 2	6' Rectangular	Quantity Available: 10	8' Rectangular	Quantity Available: 6	5' Round	Quantity Available: 10	Electronic Device/Laptop	Responsibility of the organizer to provide item.
3' Rectangular	Quantity Available: 2										
6' Rectangular	Quantity Available: 10										
8' Rectangular	Quantity Available: 6										
5' Round	Quantity Available: 10										
Chairs **	125 Stacking Chairs	Amplified Sound	Responsibility of the organizer to provide item.								
Podium*	One (1)	Windows	N/A								
Lighting	Ceiling lighting	Restrooms	Restrooms are available upper and lower levels of the Rental Car Center Terminal.								
Telephone	Pay phones are available in the Vending Area, located on the lower level of the Rental Car Center Terminal.	*Kitchen/Food Setup Area	Contiguous to Room, includes countertop space, two (2) Round Tables, two (2) Sinks w/running water (No Garbage Disposal). <b>Appliances and supplies are property of Rental Car Center Tenant and are limited to Tenant use only.</b>								
Wifi*	Boston Logan provides free wireless internet access throughout most of the airport. Visit <a href="http://www.massport.com">www.massport.com</a> for details and available options.	Trash Barrels	Two (2) Large 10 Gallon								
Electrical Outlets	Several outlets available throughout the room.	Cooking equipment	Not permitted.								
HDMI & Electrical Cords	Responsibility of the organizer to provide item.	Refrigeration	Responsibility of the organizer to provide item.								
Flip Charts/ Easels/Signs/Banners	Responsibility of the organizer to provide item.	Decorations	Responsibility of the organizer to provide item.								

\*Availability not guaranteed

\*\* Tables and stacking chairs are available. Set up/breakdown is the responsibility of the Requester.

# CATHY LEONARD-MCLEAN COMMUNITY ROOM

## RENTAL CAR CENTER, BOSTON-LOGAN AIRPORT

### SET-UP/SPECIAL ARRANGEMENTS

List the quantity and ✓ the specified item to confirm what items you are requesting to use or intend to bring for your meeting. Submit this form with your application. **Please review the Information Chart, on page 2.** It is helpful to know the setup for your meeting. Please mark up the diagram (Page 8) with your table and chair arrangements, and include the page with your application.

ITEM	LIST QUANTITY	DESCRIPTION	INCLUDE A ✓ TO CONFIRM THE ITEMS THAT YOU WILL BRING TO YOUR MEETING
CLMCR Chairs		Stacking Chairs (Quantity Available: 125)	Item available. Please list the quantity of chairs you are requesting for your meeting.
CLMCR Tables		8' Rectangular Tables (Quantity Available: 6)	Item available. Please list the quantity of tables you are requesting for your meeting.
CLMCR Tables		6' Rectangular Tables (Quantity Available: 10)	Item available. Please list the quantity of tables you are requesting for your meeting.
CLMCR Tables		5' Round Tables (Quantity Available: 10)	Item available. Please list the quantity of tables you are requesting for your meeting.
CLMCR Tables		3' Rectangular Tables (Quantity Available: 2)	Item available. Please list the quantity of tables you are requesting for your meeting.
CLMCR Podium		Microphone & sound system not provided	Upon request only.
CLMCR Projector		1 Projector Available	Upon request only. (HDMI Compatible. Guest must supply their own HDMI cord.)
<b><i>Please confirm, from the list below, what items you intend to bring to the CLMCR for your meeting.</i></b>			
Additional Furniture			
Electronic Device Laptop			
Additional Lighting			
Electrical Cords/HDMI Cord			
Amplified Sound			
Decorations			
Prepared Foods (The use of open flames, grills or cooking or heating units is not allowed. No glass containers allowed.)			
Signs (must be fire retardant)			
Banners (must be fire retardant)			
Flip Charts/Easels			

# CATHY LEONARD-MCLEAN COMMUNITY ROOM

RENTAL CAR CENTER, BOSTON-LOGAN AIRPORT

## INSTRUCTIONS FOR APPLICATION, FEES AND INSURANCE

- 1) Community and civic groups using the Cathy Leonard-Mclean Community Room may not exceed the maximum occupancy of 130 attendees. Attendees may not loiter outside the room, within the Rental Car Center Facility Terminal or Airport grounds. Attendees must not interfere with the Rental Car Center or other airport users.
- 2) The Cathy Leonard-Mclean Community Room is available between the hours of 8:00 A.M. and 9:00 P.M., Monday through Friday. **Delivery and pick-up**, of any items used in the CLMCR, must be made on the same day and within one hour of the meeting: (7:00A.M.) set-up start time and (10:00P.M.) clean-up time. Delivery and pick-up arrangements should be taken into consideration when completing the Meeting Request Form and confirmed with the supplier prior to the meeting date. Items brought to the facility that are not approved or arrive before the set-up start time will be turned away. Trucks cannot remain on the property. The Requester may be subject to fees for items left at the facility longer than the cleanup time stated above. *Vendor Deliveries: Delivery items may be picked up or dropped off at the Rental Car Center Loading Dock, which is located on the intersection of Porter Street and Harborside Drive. (See attached Map)*
- 3) The Authority will determine the maintenance requirements and public safety requirements for all meetings. The meeting organizer shall pay costs of personnel required.
- 4) Insurance requirements will be determined by the Authority. If it is determined that insurance coverage is required, a certificate showing the required coverage must be provided to the Authority at least 14 calendar days in advance of the event date. All liability required insurance shall name the Massachusetts Port Authority as an additional named insured.

**The Authority reserves the right to disapprove applications. If a request is not approved, the applicant shall have five (5) business days to appeal the decision in writing to the Authority's Department of Community Relations: to the attention of Anthony Guerriero, Assistant Director of Community Relations, at the address listed on the front of this application.**

# CATHY LEONARD-MCLEAN COMMUNITY ROOM

RENTAL CAR CENTER, BOSTON-LOGAN AIRPORT

## TERMS AND CONDITIONS

In consideration of granting use of Cathy Leonard-Mclean Community Room, Applicant agrees to comply with the following **Terms and Conditions**.

1. Applicant shall observe, obey, and require all of its members, officers, employees, agents, suppliers, vendors, volunteers, invitees and guests to observe and obey the policies, rules and regulations of the Authority and all other applicable rules set forth below:

- 1) No pets (only service animals assisting persons with disabilities excepted.)
- 2) No ball playing.
- 3) No loud music.
- 4) No alcohol on the premises.
- 5) No smoking.
- 6) No glass containers.
- 7) No fires including barbeques.
- 8) Any conduct that may pose a danger to public safety, persons or property is prohibited.
- 9) Any person who violates these rules may be considered a trespasser and may be required to leave the facility.
- 10) Tampering with doorways or attempting to gain access to adjacent offices is prohibited.

2. The following are prohibited unless authorized in writing by the Authority.

1. Sell, or offer for sale, any article of merchandise.
2. Commercial activity.
3. Solicitation of any business or trade.
4. Solicitation of alms or funds for any purpose.
5. Posting, distribution or display of signs, advertisements, circulars or other written matter.
6. Picketing, rallying, or conducting surveys of any kind.

**Applicant shall not charge an admission fee to any patrons, invitees, guests, volunteers or others.**

Applicant shall not interfere with the users or the operation of the Rental Car Center.

If Applicant cancels or reschedules an approved meeting, notification must be provided to Amy Hennessey or Christine Correale at (617) 561-1618 at least one (1) full business day in advance of the approved date. If the event is canceled without the required notice, Applicant shall pay expenses incurred by the Authority.

The arrangement, logistics, set-up, and take-down of the meeting shall not require trucks and/or heavy equipment that pose potential damage or hazard to the Rental Car Center facility, its grounds or architecture, and shall not obstruct or disrupt the passengers and transport of vehicles within the Rental Car Center Facility terminal or Logan Airport roadways.

All electrical equipment used in the CLMCR must comply with the Massachusetts State Electrical Code. Wiring and associated electrical equipment must be properly ground faulted.

Amplified sound shall only be permitted for the use of the podium microphone and must be kept at a reasonable sound level.

Applicant accepts the CLMCR in its then present condition, "as is," and the Authority makes no representation or warranty of any kind with respect to the use of the CLMCR.

**Applicant understands and agrees.**      **Initials** \_\_\_\_\_      **Date** \_\_\_\_\_

Applicant shall return the CLMCR to its condition immediately prior to Applicant's use. Applicant assumes full responsibility for damage or loss to the CLMCR and the Rental Car Center Facility, but not limited to, damage to the room, furniture, exterior walkways, structures caused by Applicant or persons present in the Rental Car Center in connection with the Applicant's use of the CLMCR, and the Authority shall repair such damage or loss at Applicant's sole expense. Applicant or Representative shall clean up all trash and debris related to Applicant's use and place in trash receptacles or trash bags, placed in a location designated for that purpose by the Authority for removal by the Authority. In the event that Applicant fails to clean up trash and debris related to Applicant's use, the Authority may clean up such trash and debris at Applicant's cost and expense. The Authority, in its sole discretion, may require the Applicant to remove all trash and debris related to Applicant's use from the Cathy Leonard-Mclean Community Room.

In the event that there are unforeseen expenses for the Authority to ensure the public safety related to the Applicant's use of the Cathy Leonard-Mclean Community Room, Applicant shall pay such additional expenses.

To the extent permitted by law, Applicant, shall defend, indemnify and hold harmless the Authority, its members, officers and employees from and against all claims, causes of action, suits, losses, damages, liabilities and expenses of whatever nature (including attorney's fees and costs of investigation and litigation) based upon or arising out of or alleged to be based upon or arising out of (i) the use of the Cathy Leonard-Mclean Community Room; (ii) any breach or default on the part of Applicant in performance of any of its covenants or obligations under this Agreement; (iii) any negligence or fault of Applicant, or any of its officers, employees, agents, servants, suppliers, vendors, volunteers, invitees and guests or any person holding or claiming through or under Applicant; (iv) the condition of the Cathy Leonard-Mclean Community Room; and (v) any accident, injury or damage whatsoever caused to any person occurring while on or about the CLMCR or Rental Car Center. The foregoing express obligation of indemnification shall not be construed to negate or abridge any other obligation of indemnification running to the Authority, which would exist at law, and the extent of the obligation of indemnification shall not be limited by any provision of insurance undertaken by Applicant. The Authority shall give Applicant reasonable written notice of any claims threatened or made or suit instituted against it which could result in a claim of indemnification hereunder. This indemnity provision shall survive the termination or expiration of this Agreement.

The Authority may terminate Applicant's use of the Cathy Leonard-Mclean Community Room at any time and without notice in the event any of the terms and conditions of its use are violated, or for any other reason in the Authority's reasonable discretion. The Authority reserves the right in its sole discretion to suspend and/or reschedule reserved use of the CLMCR. In case of an emergency or an unforeseeable event within the Rental Car Center Terminal, the Authority reserves the right to cancel the meeting without advance notice. Rescheduling of canceled meetings may be made based upon availability. In no case shall the Authority be liable to the Applicant for such termination, suspension, rescheduling or cancellation.

Applicant and the Authority, by execution of this Agreement, voluntarily and intentionally waive all rights to trial by jury as to all claims, disputes, or controversies arising out of, or relating to, this Agreement or relating in any way to activities permitted under this Agreement. The Authority has acted in reliance on this express condition in executing this Agreement.

Applicant, Community or civic group and the Authority do hereby agree and acknowledge that in the event a dispute arises concerning this Agreement, their sole recourse shall be against each other, and no members, directors, officers and employees of the Authority shall be named in any lawsuit, nor held personally liable for any cause of action related to this Agreement, or any cause of action for an alleged breach of its terms whether the action sounds in tort or contract.

**Applicant understands and agrees.**      **Initials** \_\_\_\_\_      **Date** \_\_\_\_\_

The person executing this Application on behalf of a qualified Community or Civic Group (“Applicant”) certifies and represents that he/she has the authority and power to bind the Applicant to the obligations set forth herein and to sign on its behalf. The Applicant and its Authorized Representative acknowledge that each is severally and jointly responsible for all activity conducted in the Cathy Leonard-Mclean Community Room (“CLMCR”) and for the conduct of all persons in the CLMCR during the Applicant’s authorized hours of use; and that the Applicant’s Authorized Representative, has read and understands the Instructions and *Rules for Use of the Cathy Leonard-Mclean Community Room*. Any violation of any condition of use, any rule contained in the Authority’s Rules for the Use of the room, any Authority regulation, or any State or Federal Law, by a representative of the Applicant or by any invitee in the Cathy Leonard-Mclean Community Room during the Applicant’s scheduled period of use, will result in the suspension or revocation of the Applicant’s privilege to use the room. The Applicant and the Applicant’s Representative agree that at the end of its scheduled use, the Cathy Leonard-Mclean Community Room shall be returned to its condition immediately prior to Applicant’s use. To the extent, the room is not returned to its condition immediately prior to the Applicant’s use, the Applicant or its Authorized Representative shall reimburse the Authority for its cost incurred to do so, or \$250, whichever is greater.

Applicant agrees that the Authority may deny Applicant the use of the Room on future occasions for non-compliance with these Terms and Conditions.

**Applicant has read and agrees to the above Terms and Conditions.**

**Application and the Authority’s written acceptance of the Application create a legally binding Agreement between Applicant and the Authority.**

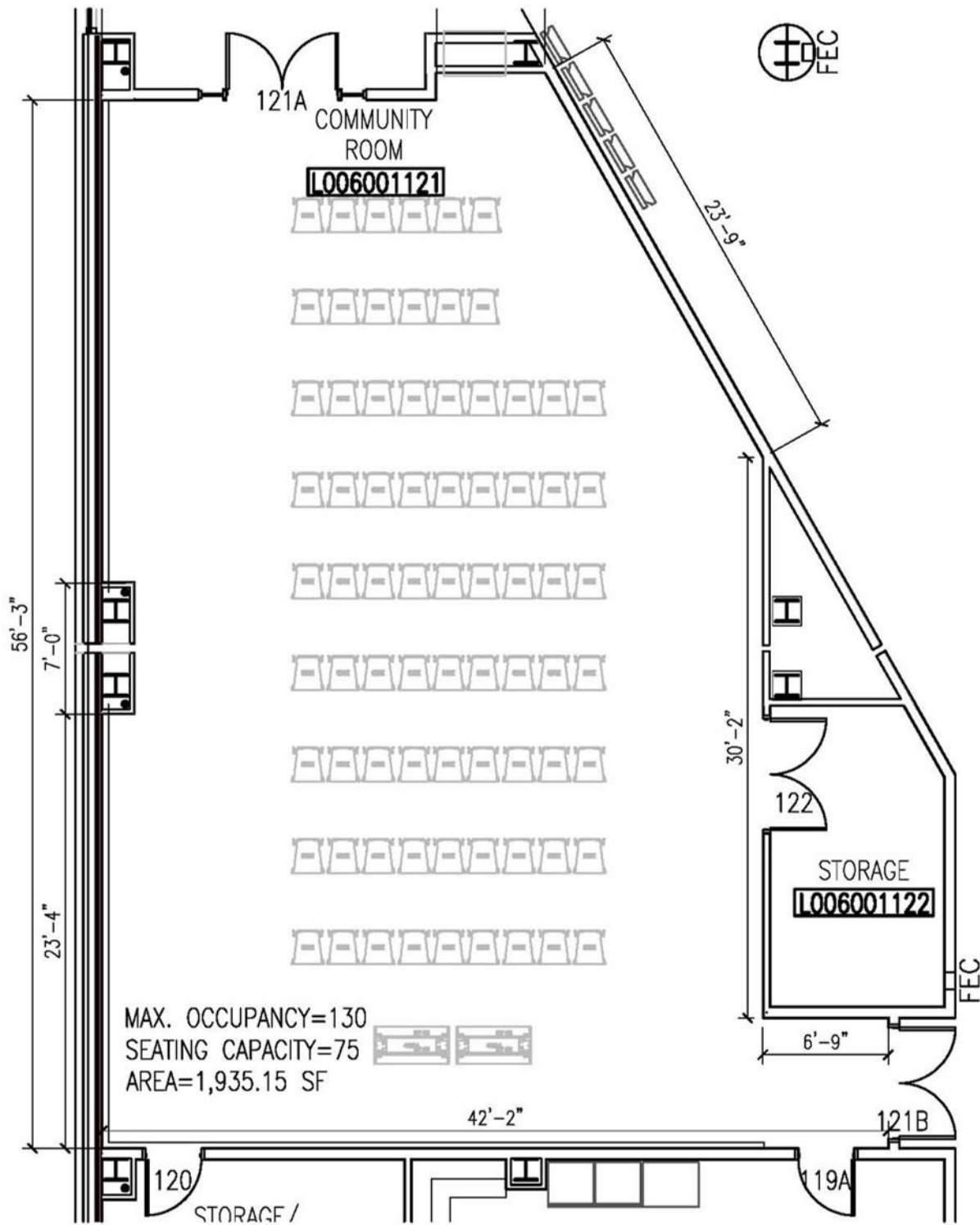
_____	_____
Name of Applicant	Printed Name
_____	_____
Title	Signature of Authorized Representative

\_\_\_\_\_

Date Signed

# CATHY LEONARD-MCLEAN COMMUNITY ROOM

## RENTAL CAR CENTER, BOSTON-LOGAN AIRPORT

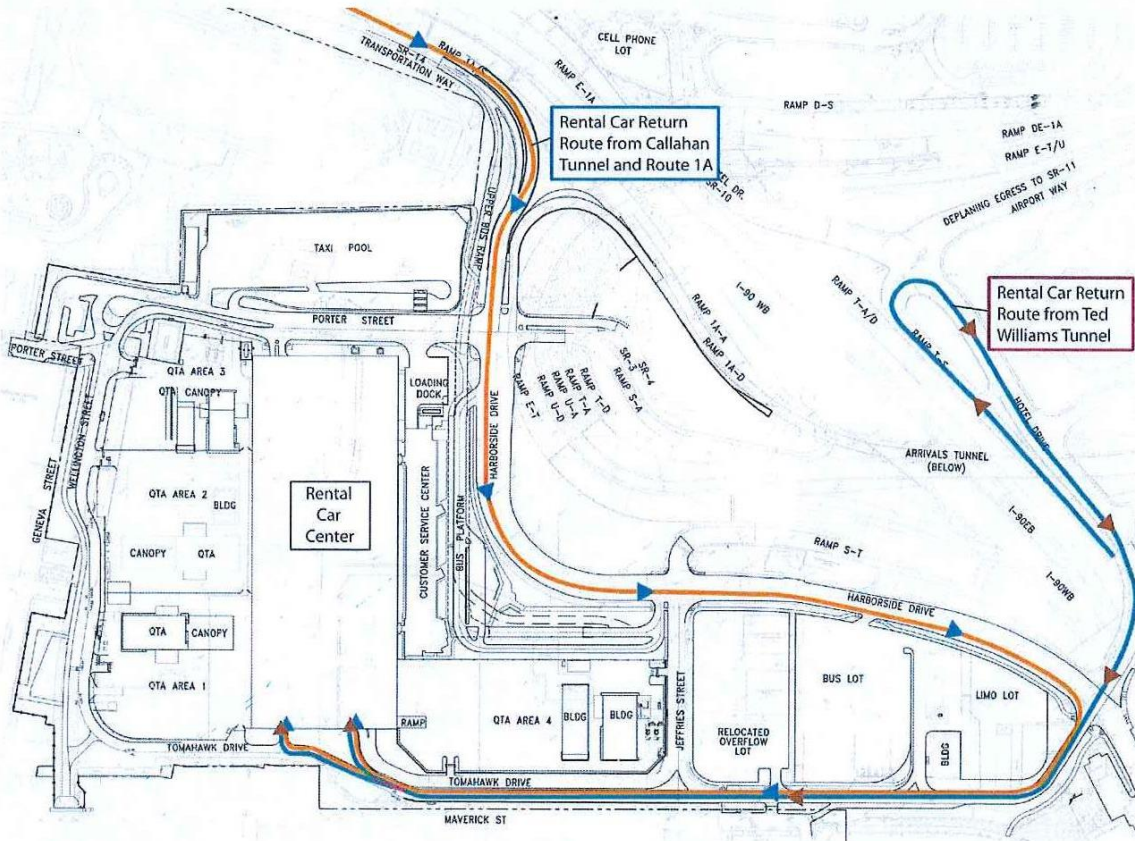


Draw your table and chair setup in the diagram above.





# RENTAL CAR CENTER



BUS 22 **A B T**

BUS 33 **C E T**

BUS 55 **A B C E T**



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