

# The River Room

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THE RIVER ROOM, LOCATED IN THE RENO-TAHOE INTERNATIONAL AIRPORT'S BAGGAGE CLAIM AREA ACROSS FROM CAROUSEL 4, COMES EQUIPPED WITH BOARD ROOM FURNITURE AND AV CAPABILITIES. WITH OVER 1,000 SQ. FT., THIS CONFERENCE ROOM CAN ACCOMMODATE APPROXIMATELY 50 PEOPLE. THE RIVER ROOM CONTINUES TO GROW IN POPULARITY BECAUSE OF ITS LOCATION AND EASY PUBLIC ACCESS. FOR INFORMATION ON RATES PLEASE CALL THE NUMBERS LISTED BELOW.

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Diana Vega  
(w) 775-328-6400  
[DVega@renoairport.com](mailto:DVega@renoairport.com)

Laurie Cordano  
(w) 775-328-6400  
[LCordano@renoairport.com](mailto:LCordano@renoairport.com)



**Reno-Tahoe  
International  
Airport**

**Reservation Information**

Responsible Party: \_\_\_\_\_

Name/Company: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**Room Set-Up**

Number of People:

Type of Room Set-Up (if other than original configuration-see attached photo on page 5):

If additional room set-up is needed, please give a brief description below (Please note\* Pricing is based on original configuration. Additional charges may apply if different set-up is needed)

**\*Please do not move furniture to avoid injury and property damage.**

## **Catering**

Yes, we will require catering service. Please note\* Catering must be provided by an airport tenant and it is up to the organization renting the River Room to work out catering orders directly with the caterer. All catering contacts are listed below.

- Timber Ridge Restaurant, Mountain House Diner, La Brea Bakery, and/or Wild Garlic pizza = Donald Erke at [Donald.Erke@foodtravelexperts.com](mailto:Donald.Erke@foodtravelexperts.com).

-Vino Volo contact = Valerio Mariani at [ValerioMariani@vinovolo.com](mailto:ValerioMariani@vinovolo.com)

No we will not require any catering service. (Outside catering is not permitted)

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## **AV Equipment**

A flat rate of \$250 will be applied for any AV equipment.

Overhead Projector       Screen       TV/DVD       Podium  
 Microphone       Conference Phone       Other

\* If marked other, please specify \_\_\_\_\_

\* If there is a need for AV assistance during event an additional fee may be applied.

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## **Pricing**

Room Rates    \$250/half day (up to 4 hours)      \$400/full day (4-9 hours)

\*Please Note: The Airport Authority is able to provide two directional signs to guide attendees to River Room, if needed.

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Please call 775-328-6400 if you have any questions. Thank you for your interest in the Reno-Tahoe Airport Conference Room Space. We appreciate your business.

## **River Room Policy**

### **Food and Beverage:**

Any catering during the use of The River Room must be catered by a Reno-Tahoe Airport Authority (RTAA) tenant. Celebration cakes are allowed (birthday, wedding, etc.), and the party is responsible for providing their own napkins, plates, and silverware. There may not be any consumption of alcoholic beverages unless permission is given beforehand and all beverages must be consumed only in The River Room itself. Beverage service must be arranged with an RTAA tenant for any event in the River Room.

### **Reservations:**

The River Room is available anytime between Mon-Fri 8:00 a.m.-5:00 p.m., absent a conflicting reservation. Use of The River Room outside of these days and hours will be considered on a case by case basis. Due to limited staff, the RTAA may or may not be able to accommodate the request. Please allow a minimum of 72 hours to book your event. In addition, the RTAA reserves the right to cancel a scheduled event in The River Room, should a critical need arise.

### **Cleaning:**

The RTAA will provide standard cleaning after the event, i.e., taking out trash, wiping down furniture, putting away equipment. The RTAA has the right to impose an additional cleaning/maintenance fee if extra cleaning is needed.

### **Advertisement:**

No posters, advertisement, etc. will be permitted to be posted outside of The River Room, or on The River Room walls.

Signature \_\_\_\_\_

By signing above, you agree to all of the River Room terms and conditions including those set forth in Exhibit A and B.

Outside Organization Reservation Form

# Original River Room Set-Up



(Other options available)

## **EXHIBIT A**

### **RENO-TAHOE AIRPORT AUTHORITY RENO-TAHOE INTERNATIONAL AIRPORT**

#### **RESERVATION AND USE AGREEMENT**

THIS RESERVATION AND USE AGREEMENT (“Agreement”) is made and entered into as of \_\_\_\_\_, 201\_\_, by the RENO-TAHOE AIRPORT AUTHORITY (“RTAA”), a quasi-municipal corporation organized under Chapter 474, Statutes of Nevada 1977, as amended, with its principal office at Reno-Tahoe International Airport, 2001 East Plumb Lane, Reno, Nevada 89502, and \_\_\_\_\_ (“User”).

#### **Terms and Conditions**

1. Fees for use of the reserved space are due in full at least forty-eight (48) hours prior to the reservation date. Failure to pay the fees on time will result in cancellation of the reservation.
2. User’s use of the RTAA’s property, including any audio-visual equipment, shall be at no expense to the RTAA and User agrees to vacate the property after the conclusion of its activities leaving the property clean and undamaged. In the event User’s activities result in damage, User, at its sole cost, agrees to repair any damages caused by its activities on the RTAA’s property. User agrees to restore such facilities to the same or better condition existing immediately before User’s activities. Such repair or restoration will be as directed by the RTAA. Likewise, if User’s activities result in the RTAA incurring any cleaning or other similar maintenance expense, including but not limited to the costs of Overtime wages paid to RTAA employees, User shall reimburse the RTAA for the entire amount of that expense.
3. The RTAA will provide set up of the room configuration and requested audio-visual equipment for the reserved space. Any set up of the reserved space, other than room configuration, is subject to approval by the RTAA, must be done by User at User’s sole expense and shall be subject to all terms and conditions hereof and any instructions or directions of the RTAA. Only the RTAA may move or otherwise rearrange the room configuration.
4. User agrees to abide by all the conditions and operational restrictions as directed by and under the supervision of the RTAA or its agents, employees, contractors or trustees, or upon the direction of any regulatory agency, governmental entity or the like having jurisdiction over the RTAA, the Airport or User.
5. User is subject to and agrees to at all times abide by the RNO Rules and Regulations.
6. User shall be responsible for and maintain control of the behavior and actions of its agents, contractors, employees, invitees and the like at all times during the term of this Agreement and ensure that they refrain from any loud, boisterous, offensive or inappropriate conduct or any conduct that interferes with the safe and efficient operation of the Airport, including

blocking the flow of pedestrian or vehicle traffic. User shall ensure that its employees, agents and contractors who will deal with and/or be exposed to the public shall be neat, clean, groomed and courteous at all times, and shall wear appropriate uniforms or other garb or insignia identifying them by their employment.

7. If the RTAA approves User to provide handouts, pamphlets, flyers or the like (collectively "Handouts") at the reserved space, User may only distribute Handouts to its event participants and within the reserved space. All Handouts are subject to, and User shall ensure the Handouts' compliance with, the RTAA's policy on advertising standards, which includes, but is not limited to, prohibiting materials that depict graphic violence, obscene, indecent, pornographic or otherwise sexually explicit content, that promote hatred, bigotry, violence or intolerance or which are offensive to the standards of the community.
8. Any catering in the reserved space shall be provided by a tenant of the RTAA that is permitted by the RTAA to provide catering services.
9. The RTAA may immediately terminate this Agreement at any time upon User's breach of any term and condition hereof. If this Agreement is terminated, the RTAA may, in its sole and absolute discretion, restrict User from reserving space at the Airport at a later date and terminate any pending agreements to reserve space at the Airport.
10. In consideration of being permitted to use the reserved space, User agrees that neither the RTAA nor its officers, directors, agents, employees and/or members shall, at any time or to any extent whatsoever, be liable, responsible or in any way accountable for any loss, injury, death or damage to User, its agents, employees, invitees, guests or the like, or their property, which at any time may be suffered or sustained arising out of the use of the reserved space. User is and will remain responsible for its actions and omissions, and the RTAA will in no way be responsible therefor. User hereby agrees to protect, defend at the option of the RTAA, indemnify and hold the RTAA, its Trustees, officers, employees, and authorized agents harmless from any and all claims, fines, demands, suits, causes of action, liability and damages incurred by the RTAA including, but not limited to, costs of court and administrative proceedings and reasonable fees of attorneys and other professionals, unless caused by the sole and gross negligence or willful misconduct of the RTAA, arising out of or in connection with this Agreement. User specifically waives any claim against the RTAA and its officers, directors, agents, employees and members as a result of the negligent design, inspection, repair and/or maintenance of the reserved space.
11. User shall comply with and be subject to all the FAA provisions set forth in Exhibit B attached hereto and incorporated by reference herein.
12. This Agreement, its interpretation and performance, the relationship between the parties, and any disputes arising from or relating to any of the foregoing, shall be governed, construed, interpreted, and regulated under the laws of Nevada, without regard to principles of conflict of laws.

13. By the granting of this Agreement by the RTAA, there is no implication that a similar Agreement will be granted in the future to User or any other organization.
14. User may not assign this Agreement.
15. For all the purposes of this Agreement, User is and shall be deemed to be, with respect to the RTAA, an independent contractor. It is mutually agreed and understood that nothing contained in this Agreement shall be deemed or construed to constitute a partnership or joint venture between the parties to this Agreement.



## EXHIBIT B

### FAA PROVISIONS

#### FAA PROVISIONS AND AIRPORT REGULATIONS

Mandatory FAA Provisions. The following provisions are mandatory FAA provisions pursuant to “Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors” issued by the FAA January 29, 2016. As such, neither the language nor their inclusion may be changed.

- A. General Civil Rights Provisions. The User and its transferee(s) agree to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. If the User transfers its obligation to another, the transferee is obligated in the same manner as the User.

This provision obligates the User for the period during which the property is owned, used or possessed by the User and the airport remains obligated to the Federal Aviation Administration. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

- B. Clauses for Transfer of Real Property Acquired or Improved Under the Activity, Facility or Program. The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered by the Authority pursuant to the provisions of the Airport Improvement Program grant assurances.

1. The User for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that:
  - a) In the event facilities are constructed, maintained, or otherwise operated on the property described in this Grant of Easement for a purpose for which a Federal Aviation Administration activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the User will maintain and operate such facilities and services in compliance with all requirements imposed by the Nondiscrimination Acts and Regulations listed in the Pertinent List of Nondiscrimination Authorities (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefit of, or be otherwise subjected to discrimination in the use of said facilities.
2. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Nondiscrimination covenants, Authority will have the right to terminate the

license, lease, permit, etc., and enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the Grant of Easement had never been made or issued.

3. With respect to a deed, in the event of breach of any of the above Nondiscrimination covenants, the Authority will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Authority and its assigns.

C. Clauses for Construction/Use/Access to Real Property Acquired Under the Activity, Facility or Program. The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Authority pursuant to the provisions of the Airport Improvement Program grant assurances.

1. The User for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the User will use the premises in compliance with all other requirements imposed by or pursuant to the List of discrimination Acts And Authorities.
2. With respect to licenses, leases, permits, etc., in the event of breach of any of the above nondiscrimination covenants, Authority will have the right to terminate the Grant of Easement and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said Grant of Easement had never been made or issued.
3. With respect to deeds, in the event of breach of any of the above nondiscrimination covenants, Authority will there upon revert to and vest in and become the absolute property of Authority and its assigns.

D. Title VI List of Pertinent Nondiscrimination Acts and Authorities. During the performance of this Grant of Easement, the User, for itself, its assignees, and successors in interest (hereinafter referred to as the "User") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);

2. 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation-Effectuation of Title VI of The Civil Rights Act of 1964);
3. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
4. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
5. The Age Discrimination Act of 1975, as amended, (42 § 6101 et seq.), (prohibits discrimination on the basis of age);
6. Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
7. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
8. Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 - 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;
9. The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
10. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
11. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure

compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

12. Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).