

Brunswick County Airport Use Policies and Procedures

I. GENERAL INFORMATION

The Brunswick County Board of Supervisors (Board) makes the Brunswick County Airport (Airport), located at 77 Airport Drive, Lawrenceville, Virginia 23868, available for short term use by governmental, civic and community groups and organizations (User) on a first-come, first-served basis, with certain restrictions upon approval by the Board. The Airport is available for use consistent with these Policies and Procedures. User fees offset County expenses to operate the Airport.

Approval to use the Airport is contingent upon approval of a Special Entertainment Permit for an Outdoor Music or Entertainment Festival by the Board of Supervisors. Contact must be made with the Brunswick County Planning Department in person or by calling 434-848-0882 to receive an application and information about the Special Entertainment Permit process.

II. TYPES OF FACILITIES, FEES & RESOURCES AVAILABLE

The Airport consists of grounds that can be used for events, which includes the use of two hangars. Use of the Airport Terminal Building is not included in the Airport Use Fees.

A. Airport Use Fees. \$250 per day

B. Use of Facility. Refer to Section III. Reservation Procedure to request use of facility. One-half (1/2) of the user fee (Refer to Section II-A), and all of the security deposit fees (Refer to Sections II-A and II-C), must be paid by the prospective User to ensure the reservation of the Airport. The remaining user fee payment will be due no later than 30 days prior to the day of use. See Section IV, Cancellation by User.

C. Security Deposit. A security deposit in the amount of \$150 must be paid in addition to one-half of the user fee to ensure reservation of the Airport. The security deposit is refunded within five (5) business days provided that all requirements of these Policies and Procedures have been complied with. The Board shall be entitled to keep all or any portion of the Security Deposit to satisfy any amount owed by User or to reimburse the Board for any costs or expenses resulting from User's failure to comply with these Policies and Procedures.

D. Cleaning Requirements. User is responsible for cleaning and must complete the following clean up:

- Check restrooms so they are left in the same condition they were at the beginning of the event. Pick up all paper and flush all toilets.
- Clean the grounds around the Airport and parking lot where guests might have dropped cups, cans, and other debris.
- Leave the grounds in the condition the User found them.
- The User is responsible for trash disposal.
- Failure to comply with any provision or requirement of this policy shall result in forfeiture of security deposit and either no refund or only partial refund.

- E. Use Time Period. Use of the airport from 7:00 a.m. to 12:00 a.m. includes set up and cleanup after the event. All events are to conclude by 10:00 p.m., and user will have until midnight after the event concludes to cleanup. Any requests outside of these times must be approved by the Board.
- F. Government Fees. The County of Brunswick, Commonwealth of Virginia and Federal Government, and their departments and agencies, may use the Airport in accordance with these Policies and Procedures without paying a user fee.

III. RESERVATION PROCEDURE

The Airport may be reserved by contacting Brunswick County Government per the information below. This form must be completed and signed by an authorized representative of the User group.

Form may be electronically submitted by email to khite@brunswickco.com, faxed to 434-848-0424, or to the mailing address below. One-half (1/2) of the User fee and security deposit must be collected to ensure the scheduling of the Airport. You may pay by Money Order, Cashier's Check, Debit or Credit Card. Personal checks are not accepted. **Please make Money Orders and Cashier's Check payable to Brunswick County Conference Airport and send to address below. An appropriate surcharge may be applied for credit card use.**

Brunswick County Government
228 North Main Street, Suite 300
P. O. Box 399
Lawrenceville, Virginia 23868
434-848-3107

IV. CANCELLATION BY USER

If the User cancels their event within 7 days prior to the event, 2/3 of the full User fee will be refunded and one hundred percent (100%) of the security deposit will be refunded.

V. LIABILITY

User (individuals and organizations) are responsible for the conduct of their members, representatives and guests at the Airport. User agrees to assume full responsibility for liability, injury or damage to persons or property to the extent caused by the negligence or willful misconduct of User or User's members, representatives and any other guests attending User's event.

In consideration of the license granted to User to use the Airport, it is understood and agreed that the User will indemnify and hold harmless the Board, its agents and employees from any and all liability, claims, expenses, costs, and attorney's fees caused directly or by User's use of the Airport.

It is further understood that the Board shall not be responsible for any property damage to others or personal injury to others, including death, that may arise out of the use of the Airport.

The User agrees to leave the Airport and/or grounds in the same condition that existed prior to their use.

VI. REQUIRED CERTIFICATE OF INSURANCE POLICY

In order for an event to be held and a renter to use the facility, Event Insurance is required to be obtained. The Certificate of Insurance will note the following included as additional insured: Brunswick County, its Board of Supervisors, Employees, and Volunteers under the County's direction.

If necessary, the renter will be required to purchase the Tenant Users Liability Insurance Program (TULIP) Event Insurance through VACORP. See Appendix A for more information.

VII. LAW ENFORCEMENT

Brunswick County Sheriff's Office personnel are required at the expense of the User and must be approved by the Board's personnel. The User is required to complete the Special Assignment Law Enforcement form, available at the Brunswick County Sheriff's Office. Verification of security personnel must be provided to the Board's staff within 10 working days prior to the event.

VIII. THIRD PARTY USER PROHIBITED

Users may not book the Airport for the purposes of providing use rights to another party ("third-party user"). Third-party user will result in the loss of current and future use privileges for all persons and parties involved.

IX. USER RESPONSIBILITY

The undersigned User or authorized representative of User represents that they are at least 21 years of age and agrees that User shall be legally responsible for compliance with all provisions and requirements of these Policies and Procedures. The undersigned User or authorized representative of User shall be present at all times during the User's use of the Airport.

In addition to other requirements of these Policies and Procedures, the following rules apply to the use of the Airport:

- A. User is responsible for all damages to the Airport and related grounds in connection with and occurring during User's use of the Airport.
- B. User must comply with all smoking, fire, alcoholic beverage, noise and other lawful regulations.
- C. Amplified sound systems may be used but must be held to the minimum volume for the purposes used such that no sound from such system may be heard across a residential real property boundary.
- D. No use of tobacco or vaping products is permitted inside or within 25 feet of the exterior of the hangars or terminal building.
- E. Any promotional materials, advertising materials and decorations must not list the County as a sponsor or co-sponsor of any event without prior written approval of the County.

X. ALCOHOL

User may provide alcohol at the Airport only in strict compliance with all the laws of the Commonwealth of Virginia and requires a permit or permits. Rules governing alcohol and applications can be found at the following link: <http://www.abc.virginia.gov/licensing.html>. NO PERSON UNDER THE AGE OF 21 CAN CONSUME ALCOHOL UNDER ANY CIRCUMSTANCES. BYOB (Bring your own bottle/booze) is not permitted. Any person who cannot act responsibly will be asked to leave by law enforcement personnel. Any person may be removed for public intoxication or inappropriate behavior at any time and at the sole discretion of the law enforcement personnel.

It is the User’s responsibility to acquire a Virginia Alcohol Beverage Control (ABC) license permit in the User’s name for the event. A copy of the license must be provided to the Board’s staff within a minimum of 3 working days prior to the event.

XI. DRUGS AND OBSCENITIES

Absolutely no drugs of any kind are allowed at the Airport or on the grounds. All County buildings and facilities are non-smoking facilities. User is responsible for the overall behavior of all guests during the reservation period. Any obscenities, lewd, obscene, or disruptive behavior will not be tolerated. Any use of drugs or obscenities may result in the person(s) and or entire function being asked to leave the premises either by law enforcement personnel or staff.

XII. TERMS AND AGREEMENT

I, the undersigned, have read and understand the terms and agreement for the use of the Airport. The provisions of the guidelines have been thoroughly discussed with me by the Airport staff and Board representatives, and the User agrees to comply with these Use Policies and Procedures. Violation of the Policies and Procedures results in the termination of User’s right to use the Airport. All Users must consent and agree to the terms of the Use Policies and Procedures in order to have access to the Airport.

Name the User (Print)

Date

Signature of the User or User Authorized Representative

Date

**Brunswick County Airport
Facility Reservation Form
Use Policy and Security Deposit Agreement**

I, the undersigned, have read and understand the rental policies attached. I will adhere to the policies and security deposit conditions throughout my event.

Signature of this form and a non-refundable Reservation Fee of 50% of the rental amount will ensure your reservations.

Renter's Name (print)

Date

Renter's Signature

Renter's Driver's License Number

Organization/Individual: _____

Date(s) Needed: _____

Purpose/Type of Event: _____

THE AIRPORT IS NOT AVAILABLE PRIOR TO 7:00 A.M. (Special requests may be granted).

Time Needed: Set up/clean up _____(am/pm) to _____(am/pm)

Actual hours of Event: _____(am/pm) to _____(am/pm)

Estimated Number of Participants: _____

Alcohol: ___ No ___ Yes

Contact Name: _____

Address: _____

Daytime Phone Number: _____ Cell Phone: _____

Email address: _____

For questions contact Name: _____ Telephone No.: _____

Email address: _____

Reservation fee collected: \$ _____

Balance on rental fee due: \$ _____

Security deposit due: \$ _____

Room set up: \$ _____

FOR OFFICE USE ONLY - Record of payments by renter

Total Amount Owed \$ _____

50% Rental Fee Paid \$ _____ Date _____ Staff Initial _____

Balance of Rental Fee Paid \$ _____ Date _____ Staff Initial _____

Security Deposit Paid \$ _____ Date _____ Staff Initial _____

Appendix A

Per VACORP, "TULIP is the Tenant Users Liability Insurance Program that provides inexpensive, short-term liability insurance for "tenant users" or individuals and groups seeking to hold events or conduct organized activities on VACORP Members' property. Additional information in regards to TULIP is as follows:

- The cost of the policy begins at \$100 and the price may increase depending upon specific details in regards to the event.
- TULIP provides \$1,000,000 in liability coverage for the tenant user (purchaser) for the event and it protects the VACORP Member from a tenant's actions.
- For events serving alcohol, host liquor liability insurance is included in the basic TULIP.

To purchase TULIP, navigate to (<http://www.vacorp.org/coverages/tulip-event-insurance/>) and complete the following:

- Scroll to the bottom of the webpage and locate the "GET TULIP" link. Click on this link to begin the online application process.
- **On Step 1, Confirm Venue, enter the venue ID code assigned to Brunswick County Airport: 4809-049.**
- On Step 2, Event Details complete the following:
 - Selecting the eligible activity that relates to your event's purchase.
 - Answering a series of questions in regards to your event
 - Provide the date(s) for your event. If you are renting the venue for more than one day, even if one day is setup/tear down, you will be required to list all dates.
 - For the question in regards to requiring liquor liability coverage, the answer should always be NO. As alcohol sales are not permitted, liquor liability coverage is not required.
 - Provide the average daily attendance
 - As vendors and selling at events are not permitted, the answer should remain 0 (zero) for concession/exhibitor/attractions questions.
 - Click on Get Quote to complete the process.
- On Step 3, Get a Quote, enter information in regards to Premium Quote and Contact Information. Your estimated premium cost will be shown.
- Complete Step 4, Confirm and Step 5 Summary to proceed to payment options.
- Once you complete Step 6, Make Payment, a certificate of insurance will be emailed upon completion.
- The renter is required to submit the TULIP Certificate of Insurance to Brunswick County Administration prior to the event. The Certificate of Insurance will need to be posted in the designated area as directed by Brunswick County Administration.