Policy of Use
Wilmington International Airport
Conference Rooms

Application should be submitted in writing at least two (2) weeks prior to the event to allow Wilmington International Airport (hereafter known as ILM) to consider the request and make any necessary arrangements. Requests for any audio/visual or other equipment, systems, furniture, or other property must be included with the application. To avoid scheduling conflicts, ALL dates and times needed in relation to the event (set-up and breakdown times, etc.) must be included. Application must be submitted to Rose Davis, Executive Assistant, ILM, who is responsible for coordinating the approval process. Ms. Davis normally will notify you within five business days after receipt of your application as to whether or not it is approved.

Upon notification of approval, fifty percent (50%) of all fees must be paid within 72 hours. The balance must be paid 48 hours prior to the date of the event. A full refund will be given if notice of cancellation is received at least seven calendar days prior to the event. If cancellation notice is not received within seven calendar days prior to the event, there will be no refund.

ILM and New Hanover County government functions will have priority of use. All other applications will be considered on a “first-come” basis with full-day usage having priority over half-day usage.

No outside food or beverage is allowed. Any need for food or beverage must be catered by the airport vendor. All alcoholic beverages must be provided by the airport vendor.

The event sponsor will endeavor to maintain appropriate business decorum of its attendees.

The event sponsor is responsible for any damage or abuse to any and all property of ILM. ILM or their contractor will repair any damage and submit a bill for payment to the sponsor.

ILM has full approval of all signage and its placement. No items may be placed or attached to conference room walls without ILM approval.

All parking is in the ILM long-term parking lot.

All waivers to this policy must be approved by the Airport Director or his designee.

ILM reserves the right of refusal to rent its conference rooms.

Application for Use of Meeting Facilities

Group/Agency/Organization: _____

Address: _____

City: _____State: _____ Zip: _____

Contact Person: _____

Phone:_____FAX:_____

Email:_____

Type of Group/Agency/Organization: _____ _Profit
_____ Non-Profit

If Non-Profit Include Tax Exempt #: _____ _____

Meeting Date(s): _____Time(s): _____

Number of Persons: _____

Room Selection:_____Executive Conference Room (Accommodates 72)
_____Business Conference Room (Accommodates 4)

Purpose:_____

Requestor:
Print: _____

Signature_____ Date _____

Application Fees (To be completed by ILM)

Rental Fee:_____@_____Day(s) $_____
Additional Fee(s):_____

Total Fees: $ _____

Make checks payable to: **Wilmington International Airport**

Send check:

Finance Department
1740 Airport Blvd. Suite 12
Wilmington, NC 28405

Room Assignment:_____Assigned Date(s): _____

ILM Approval:_____Date_____