

**CITY OF SAN ANTONIO AVIATION DEPARTMENT**  
**Stinson Municipal Airport Facility Use Policy**

**I. Purpose**

Stinson Municipal Airport (Stinson) is the second oldest general aviation airport in continuous operation in the United States and is the primary reliever for general aviation traffic in San Antonio, Texas. Stinson is owned by the City of San Antonio and is a part of the San Antonio Airport System.

Located within the SSF terminal building is event space. The primary purpose of the event space at Stinson is to provide space for City of San Antonio Aviation Department operational business events and the promotion of San Antonio’s aviation and aerospace industries. When not being utilized for the aforementioned purposes, the event space is available to the public pursuant to a license agreement so long as the use does not impair or interfere with the operational functions of the airport and conforms to the terms and conditions of this Facility Use Policy.

The City of San Antonio Aviation Department will not discriminate in making its premises available for use on the basis of race, national origin, religion, gender, age, political affiliation, or physical limitation.

**II. Definitions**

- A. *City* – City of San Antonio
- B. *Stinson* – Stinson Municipal Airport
- C. *Policy* – Stinson Municipal Airport Facility Use Policy
- D. *User* – individual(s) or group(s) who signs the Agreement
- E. *Agreement* - the Facility Use Agreement the User must execute to lease the Stinson event space
- F. *Facility Use Fee* – the rental fee charged for the use of the event space
- G. *Regular Business Hours* – 8:00am – 5:00pm., Monday – Friday
- H. *After Hours* – after 5:00 pm, Monday – Friday, all day Weekends and Holidays
- I. *Holiday* – those holidays that are officially observed by the City

**III. Regulations**

- A. *Event Spaces Available for Use*

Event Space	Arrangement	Capacity
Executive Conference Suite (Rooms A/B)	Banquet	112
Executive Conference Room A	Classroom	72
Executive Conference Room B	Conference	10

Requests for lobby, courtyard or any ancillary spaces are subject to availability and approval of the Stinson Airport Manager. Event space configurations, furniture and available equipment are listed on Attachment A.

*B. Authorization for Event Space Use*

1. The City's Aviation Department (Aviation Department) is responsible for managing Stinson Municipal Airport, which includes use of the event space.
2. The Policy shall be implemented by the Aviation Department acting through the Stinson Airport Manager.
3. Permission to use Stinson event space in no way constitutes endorsement by the City of the policies or beliefs of the User.
4. Consideration for use will be given on a first-come/first-serve basis. The Stinson Airport Manager will determine the number of events operated simultaneously at Stinson and does not guarantee sole use of the facility.
5. If use is approved, in order to secure a reservation, the User shall execute a Facility Use Agreement, a sample of which is included in Attachment B, and submit payment of the Facility Use Fee and any other applicable service fees to the Stinson Airport Manager with the executed Agreement. Checks or money orders are payable to City of San Antonio. Reservations for the event spaces will be confirmed no more than one year in advance.
6. User must agree to abide by the Policy set forth herein Agreement.
  - a. Unless otherwise approved in writing by the Stinson Airport Manager, event spaces may be used during Regular Business Hours, not including holidays and weekends.
  - b. Notice of cancellation must be given in writing to the Stinson Airport Manager.
    - i. Cancellations received at least thirty (30) days prior to the date of the event, will result in no cancellation fee.
    - ii. Cancellations received less than thirty (30) days in advance will result in a cancellation fee of 50% of the entire Facility Use Fee paid.
7. User or User's representative shall remain on Stinson for the period time the event space is dedicated to User's use per the Agreement to:
  - a. Ensure the safety and security of attendees and the event space,
  - b. Be responsible for all actions of attendees,
  - c. Ensure the event space is used only for the purpose stated in the Agreement,

- d. Ensure minors are supervised by responsible adults at all times,
- e. Not allow unlawful or disruptive activities, and
- f. Ensure that attendees observe the policies, regulations, and procedures set forth in this Policy.

*C. Policies Regarding Use of Event Space*

1. Authorized City staff may enter and remain in an event space at any time during a scheduled event. The City reserves the right to attend any events held on Stinson (except executive sessions of governmental bodies) to ensure that all activities comply with the event purpose stated in the Agreement and no unlawful activities are occurring on Stinson premises.
2. The event space shall remain locked at all times that the facility is not in use. City staff must provide access to the event space to User prior to any event.
3. If User requires City staff to assist User during the user's event, User shall arrange for and pay for such staff time prior to the event.
4. User shall have access and use of the furniture and equipment assigned to such event space, as set out in the Agreement. Any problems with furniture or equipment should be reported to the airport administrative office when detected.
5. Load-in and load-out of rentals and other equipment brought in by User for an event must be coordinated with the Stinson Airport Manager. User equipment and supplies shall not be stored at Stinson either before or after the event.
6. Aviation Department Staff assistance in arranging chairs and tables, in other than standard arrangement, as set out in this Policy, must be requested and approved in advance, preferably at the time of Agreement submittal. Any modifications after Agreement submittal must be requested no less than two (2) weeks in advance of event and, if applicable, require advance payment of fees as outlined in Section E. Aviation Department staff cannot assist with changes to furniture or equipment arrangement during an event.
7. Food and beverage may only be brought into the building for events by an approved caterer or by the restaurant located within the Stinson terminal. No "potluck" catering is allowed. No food and beverages shall be brought in by anyone other than an approved caterer or the restaurant located within the Stinson terminal.
8. Smoking is prohibited in Stinson Municipal Airport Terminal. Smoking is permitted in designated outside smoking areas only.
9. Handouts or registration materials may be distributed inside the event space or immediately outside the event space only. Handouts may not be distributed or posted in Stinson, except as approved by the Stinson Airport Manager.

10. Nothing shall be attached to the walls, ceiling, or any fixtures unless approved by the Stinson Airport Manager in advance.
11. No person shall engage in any solicitation for any purpose or in any manner on Stinson property unless such solicitation is authorized pursuant to an agreement with the City.
12. A list of vendors, to be used by User, with their contact person and telephone numbers must be provided to the Stinson Airport Manager at the time of Agreement execution. Delivery and arrival schedules for all vendors must be approved by the Stinson Airport Manager.
13. Users shall comply with all City of San Antonio Ordinances, City policies, state, and federal laws.
14. No person shall occupy Stinson streets, roads, or sidewalks in such a manner as to hinder or obstruct their proper operation or use by others. No person shall drive any vehicle across or upon any lawn or grassy area.
15. All furniture brought into the airport must have non-marring protective caps to avoid scratching floors. Movement of furniture must be done with the use of rubber wheeled dollies or carts. All furniture must be lifted, not dragged.
16. All Users shall observe the graphic boundaries associated with the Agreement as being absolute and shall not encroach on adjacent areas, ramp, hangers, or other tenant leased areas. No Users and attendees will be permitted to access city offices and the Airport Operating Area which includes aircraft parking areas, hangars, tenant leased areas, and areas intended to be used for the landing, maneuvering, and taking off of aircraft.

#### *D. Event Space User Responsibilities*

1. User is responsible for parking arrangements related to their event. Valet or parking vendors must be pre-approved in writing as part of the Agreement. No special or exclusive parking arrangements are permissible.
2. User must agree to restore the event space used to a reasonable degree of order - to as good, a condition (e.g. all waste material in appropriate receptacles) as it was found prior to the event. Failure to restore event space to this condition may result in additional charges for the required cleaning and revocation of authorization for future use. User may not hire an outside vendor for cleanup without prior written approval from the Stinson Airport Manager in order for ensuring the means and methods for cleaning the areas.
3. User is responsible for any loss or damage to City or Stinson tenant property including, but not limited, to adjoining facilities, building common areas, or building

exterior or grounds. This includes all damages to any equipment, fixtures, surfaces, including the ceiling, floors and floor finishes, carpet, furniture, or any other property. Failure to pay for damages will result in revocation of authorization for future use and/or other necessary action.

4. The Stinson Airport Manager or designee will conduct a walk-through before and after each event. The authorized User must report to the designated Aviation Department staff member before set-up and again at the end of the event. Unless otherwise scheduled and approved, events must end by 5:00 p.m. to allow for clean-up and walk-through.
5. User shall comply with all Fire Department requirements and pay all necessary Fire Marshall fees to the appropriate persons prior to the event.

*E. Fees*

1. Fee Schedule for Rental of Stinson Municipal Airport Event Spaces

The fee schedule shall apply to all Users except City Staff who wish to use the facilities. The license fee (“Facility Use Fee”) and any applicable Service Fees must be paid upon execution of Agreement prior to use. A User must reserve and pay for adequate time to provide for set-up and clean-up.

a. Facility Use Fee:

Event Space	Commercial Rates					Non-Profit Rates				
	Rate - Regular Hours		Rate - After Hours, Weekends & Holidays			Rate - Regular Hours		Rate - After Hours, Weekends & Holidays		
	# Hours 1 - 4	# Hours 4 - 8	Hours 8am-5pm	Hours 6pm-11pm	Hours 8am-11pm	# Hours 1 - 4	# Hours 4 - 8	Hours 8am-5pm	Hours 6pm-11pm	Hours 8am-11pm
Executive Conference Suite (Rooms A/B)	\$225	\$400	\$800	\$800	\$1,200	\$135	\$240	\$480	\$480	\$720
Executive Conference Room A	\$150	\$275	\$550	\$550	\$800	\$90	\$165	\$330	\$330	\$480
Executive Conference Room B	\$75	\$125	\$250	\$250	\$400	\$45	\$75	\$150	\$150	\$240

b. Service Fees effective as of the date the program is approved by the City Council of San Antonio:

- i. If the presence of additional Aviation staff is requested by the User or required by the Aviation Department, compensation for each staff member will be charged at the following rate:  

\$30.00per hour\* (2 hr. minimum charge)
  - ii. If custodial services are requested by the User or required by the Stinson Airport Manager, compensation for each staff member will be charged at the following rate:  

\$21.75 per hour\* (2 hr. minimum charge)
  - iii. Aviation Department staff and custodial services assistance must be approved and paid for at the time the Agreement is submitted.
  - iv. No gratuities are to be given to the City staff.
  - v. The User incurring charges not requested or paid for in advance, including Aviation Department staff time, or staying beyond reserved time, will be billed according to the fee schedule set forth in this Policy. Failure to pay the fee will result in the User’s loss of the privilege of using the event space(s) until the fee is paid.
- \* Service Fees may be changed from time to time upon City Council approval.

2. Audio Visual Equipment Rental Rates

- a. The rates below include the set-up of and instruction on the operation of the audiovisual equipment. If Aviation Department staff assistance in the operation of audiovisual equipment is required during the event, it must be arranged in advance, preferably at the time of Agreement submittal and any subsequent modifications need to be requested no less than two (2) weeks in advance and require advance payment of fees as outlined in this policy. Damaged or lost equipment will be charged to User at Manufacturer’s Suggested Retail Pricing.

Available Equipment	Rate
65” Large screen television	\$30
Portable podium	\$20
Overhead projector with projection screen	\$30
Wireless microphone	\$5
DVD player	\$20
Easel	\$5

- b. If the City of San Antonio is the intended User of the audiovisual equipment, fees for the use of the equipment will be waived.

3. Waiver of rental fees. The Aviation Director is authorized to waive or establish new rates and charges for rentals and services when it is determined that such action is in the best interest of the City.

#### F. *Alcohol*

1. If alcoholic beverages will be served, User must notify City of such at the time of reservation if (also referenced herein as “liquor”).
2. An approved caterer must be retained to serve liquor. Additionally, User shall ensure that all applicable liquor licenses and insurance policies are procured and current.
  - a. If alcoholic beverages are to be served, a copy of the Texas Alcoholic Beverage Commission (TABC) license of the approved caterer must accompany the Agreement.
  - b. All alcoholic beverages must be brought in and removed by the caterer. Stinson is not responsible for removal or disposition of alcoholic beverages left on Stinson.
  - c. The caterer assumes all responsibility for the serving of alcoholic beverages, consistent with the laws of the State of Texas and other regulatory authorities. All events that include approved alcohol service are required to use TABC-certified servers.
3. Events that serve alcohol are required to use an off-duty San Antonio Police Department officer for security. The final number of officers is determined solely by the SAPD Off-Duty Employment Unit (ODEU) based on the event requirement. User can contact the SAPD ODEU directly at (210) 207-7020 for more information or to make arrangements.
4. If alcohol will be served, User must have Tenant User Liability Insurance Program (“TULIP”) insurance coverage, at its own expense. Evidence of such insurance must be provided to the City prior to the event.
5. No person shall consume any alcoholic beverage except in the leased event space. No person in any public area of the terminal, any restricted area, or areas where aircraft operate and park, shall be in possession of a bottle, can, or other receptacle containing an alcoholic beverage that has been opened, or with a broken seal, or the contents of which have been partially removed, unless the bottle, can, or other receptacle is enclosed in a carrying case.

#### G. *Catering*

1. The caterer for any event at Stinson must be selected from the Stinson Municipal Airport List of Qualified Caterers. Caterers will pay the City ten percent (10%) of total food, non-alcoholic beverages and services & fifteen percent (15%) of total alcohol provided to the User, except when the catered event is for City departments for internal, official City of San Antonio business. These fees do not apply if the food vendor located within the Stinson terminal is selected to cater the event.
2. The Stinson Municipal Airport List of Qualified Caterers for any event held in the Stinson event spaces will be available from the Stinson Airport Manager for Users wishing catering. The list will be an open list with the Aviation Director having the authority to, without council authorization, enter into agreements authorizing caterers to provide catering services at the Stinson Municipal Airport Event Spaces so long as such caterer meets requirements on the Catering Agreement. If a requested Caterer is not on the approved list, the Caterer can complete the Stinson Catering Agreement and submit it to the Stinson Airport Manager who will submit it to the Aviation Director for approval.

#### H. *Decor/Floral Decorations*

1. Plans for decor are subject to the approval of the Stinson Airport Manager. Decor must not mar or affect the appearance of the airport structure and must be removed immediately following the event. No tape, adhesive, nails, screws, metal hooks, or the like may be placed on or driven in any walls, ceilings, windows, furniture, doors, or other interior or exterior surfaces or furnishings of Stinson. Nor may any decorations be hung from the ceiling mounted fixtures. Helium filled balloons are prohibited.
2. No glitter, rice, confetti, birdseed, sparklers, “silly string” or anything similar may be thrown or scattered on Stinson premises.
3. Any additional lighting must be approved by the Stinson Airport Manager. The lighting vendor must meet with the Stinson Airport Manager at least one (1) week prior to the day of the event to discuss electrical requirements.

#### I. *Music, Entertainment and Performance Groups*

1. Because event spaces are in close proximity to Stinson tenants and customers, noise is expected to be kept to a minimum during Regular Business Hours. As such, the use of music, either live or recorded, will not be allowed between the hours of 8:00 a.m. and 5:00 p.m. without the prior written approval of the Stinson Airport Manager.
2. Adult entertainment such as parties with female or male entertainers is not allowed.



3. The selection of music, entertainment, or performance groups must be approved in advance of the event by the Stinson Airport Manager. Music on the Patio is not allowed.

*J. Publicity*

1. User is responsible for the event's publicity. Publicity shall not include the Aviation Department or Stinson Municipal Airport telephone number or brands/logos. Neither the name nor the address of Stinson Municipal Airport may be used as a mailing address for organizations, groups, or individuals using meeting room facilities. Copies of all publicity must be submitted to the Stinson Airport Manager prior to publication.
2. Any signs on premises for directional or promotional purposes must be submitted to the Stinson Airport Manager the day before the event for posting since only Aviation Department staff may post signs. Unauthorized signs will be removed. At no time may materials be attached to walls, ceilings, windows, furniture, doors, or other interior or exterior surfaces or furnishings of the Stinson airport.

**ATTACHMENT A**  
**RENTAL OF STINSON MUNICIPAL AIRPORT**  
**FACILITY USE POLICY**  
**CONFERENCE ROOMS LAYOUT/FUNITURE**

**Executive Conference Room A/B - Furnished**

- Banquet Set-up
  - Seats 112
  - 14 – 60” round tables
  - 112 chairs
  - 3 serving tables
- Portable podium
- 65” large screen television
- Overhead projector with projection screen (coming soon)
- Wireless microphone (coming soon)
- Easel

**Executive Conference Room A - Furnished**

- Classroom Set-up
  - Seats 32
  - 16 classroom tables
  - 32 chairs
- Portable podium
- 65” large screen television
- Overhead projector with projection screen (coming soon)
- Wireless microphone (coming soon)
- Easel

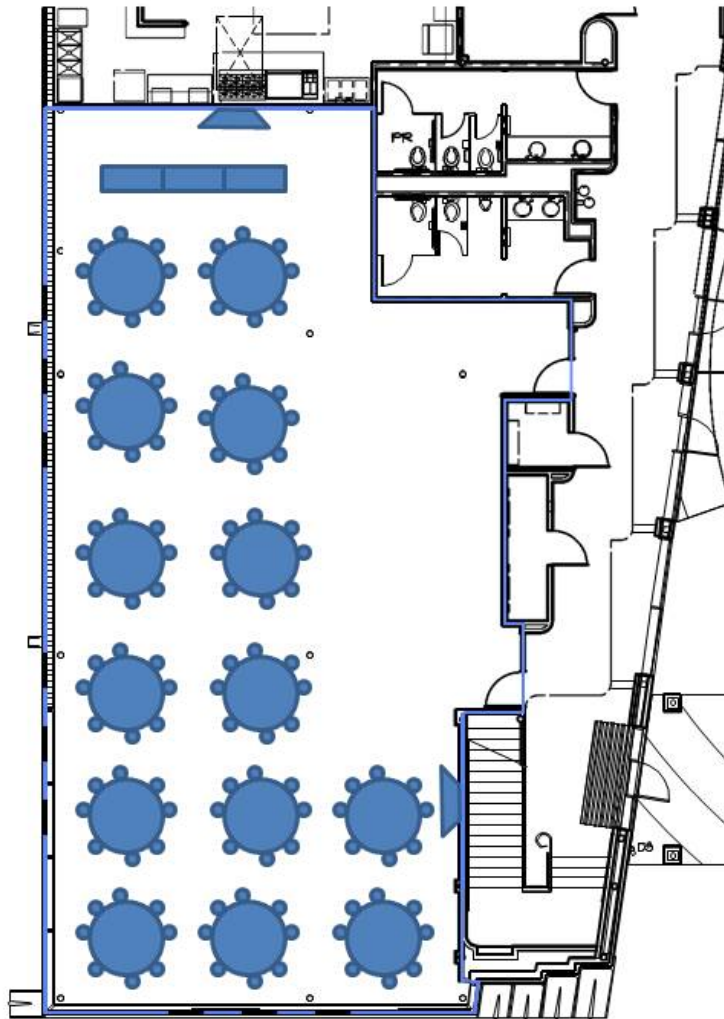
**Executive Conference Room B - Furnished**

- 1 large conference room table
  - Seats 10
  - Executive high back chairs
- Portable podium
- 65” large screen television

- Overhead projector with projection screen (coming soon)
- Wireless microphone (coming soon)
- Easel

# Attachment A-1

COSAAVIATIONPLANNING&DEVELOPING



## Executive Conference Room A/B Banquet Set-Up – Seats 112



- 14 – 60" round tables
- 112 chairs
- 3 serving tables



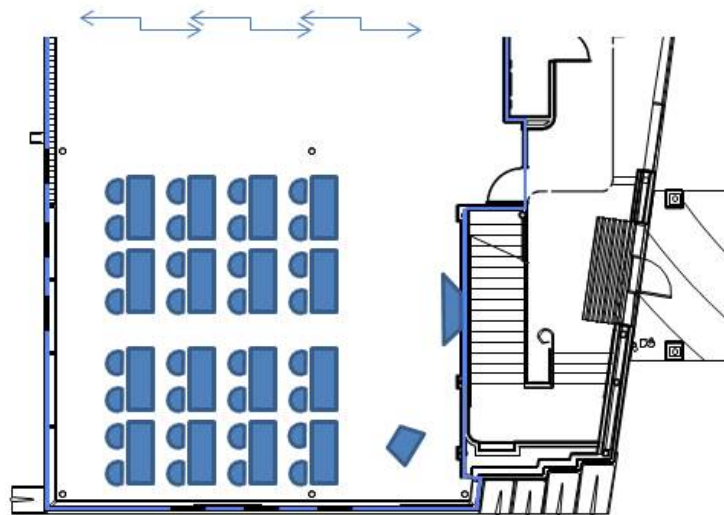
## Attachment A-2

COSAAVIATIONPLANNING&DEVELOPING

### Executive Conference Room A

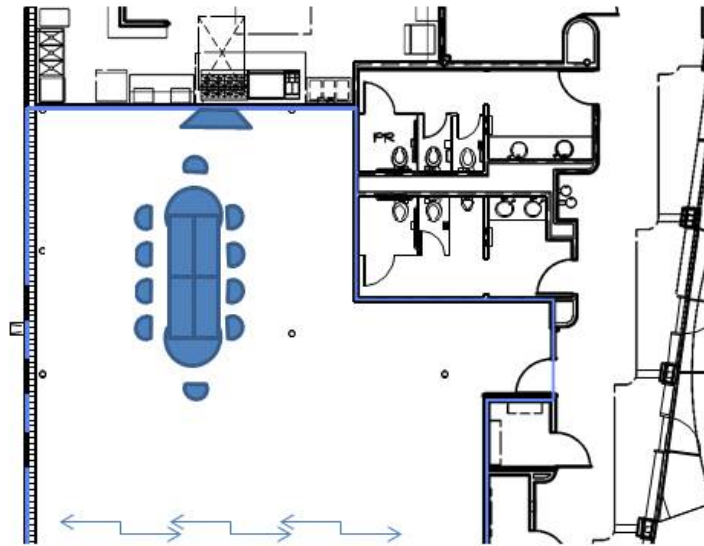
#### Classroom Set-Up – Seats 32

- 16 classroom tables
- 32 chairs
- Portable podium
- 65" large screen television
- Overhead projector with projection screen (coming soon)
- Wireless microphone (coming soon)
- Easel



## Attachment A-3

COSA AVIATION PLANNING & DEVELOPING



### Executive Conference Room B

#### Seats 10

- 1 large conference room table
- Executive high back chairs
- Portable podium
- 65" large screen television
- Overhead projector with projection screen (coming soon)
- Wireless microphone (coming soon)
- Easel

