

ROCKY MOUNTAIN METROPOLITAN AIRPORT™

Conference Room Reservation Request

Organization: _____ **Date:** _____

Reservation Date(s): _____ **Meeting Time(s):** (2-Hr. Minimum) _____

Purpose: _____ **Number of People:** _____

Contact Name: _____

Billing Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Set up (please circle) Mt. Evans Mt. Evans with Atrium (\$30 additional)

Theatre U-Shaped Classroom Board Room Round Tables

Notes: _____

Catering Information: _____

Audio Visual Equipment Needs (please circle)

Overhead Projector (\$20) Speaker Phone (\$20) Microphone/Podium (\$20) Flipchart (\$15ea.) Qty _____

Room Fees (\$55/hr.) * \$ _____ **Equipment \$** _____ **Total Due:** _____

*Responsible party is required to pay additional clean-up or repairs

*Non-profit organizations may have fee waived with 100 hours of volunteer time to the airport

*Discount rates offered of \$200 for 4 hour blocks, and \$400 for 8 hour blocks

Signature (responsible party): _____

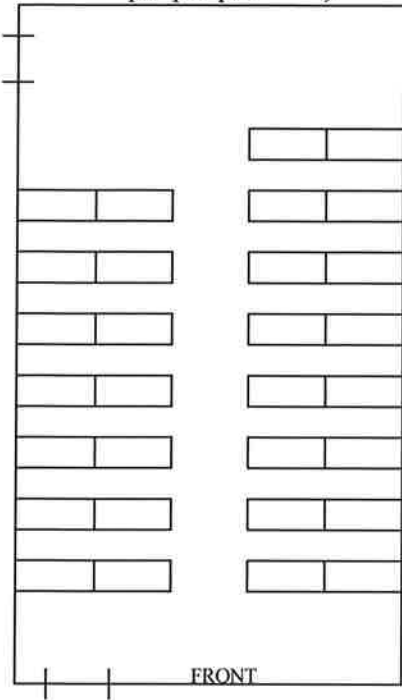
Customer# _____

♦Rocky Mountain Metropolitan Airport is a No Smoking Facility (including balcony) ♦Alcohol allowed at airport manager's discretion

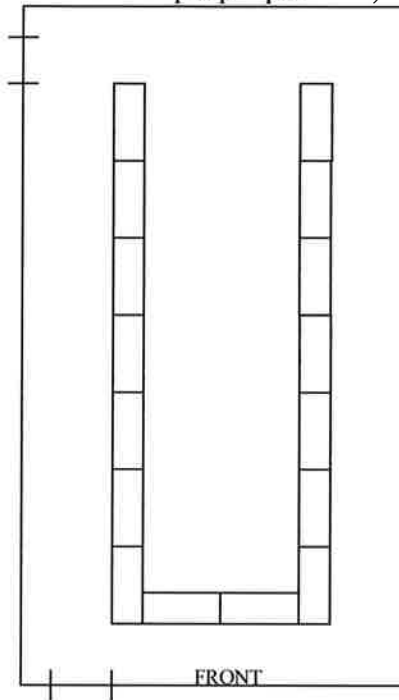
Rocky Mountain Metropolitan Airport • Phone: 303.271.4850 | Fax: 303.271.4875

Meeting Set-ups for Mt. Evans Room (1250 SQ.FT.)

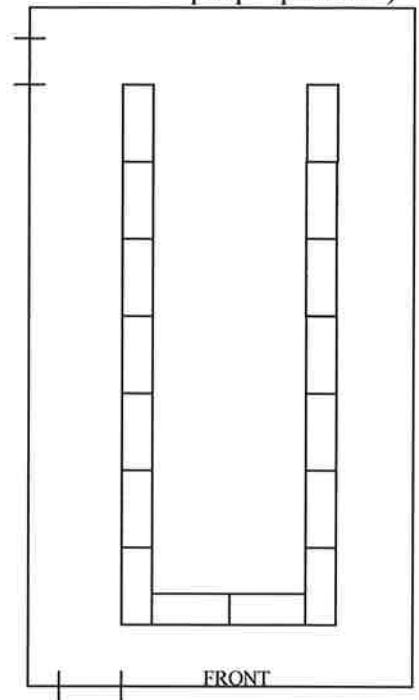
Classroom Style - 60 People
(28-30 Rectangular Tables
w/2 people per table)



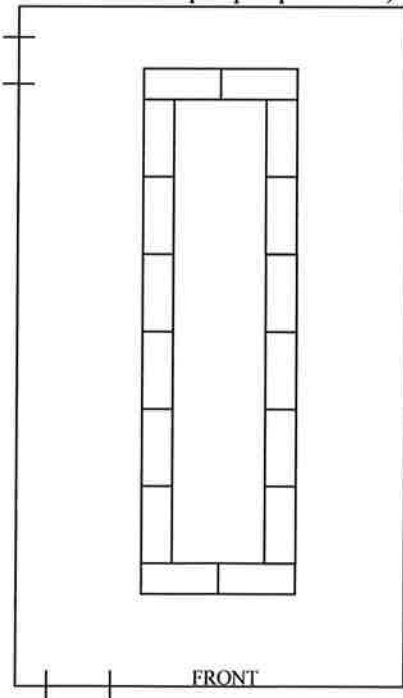
U-Shaped Seated Outside - 32 People (16 Rectangular Tables w/2 people per table)



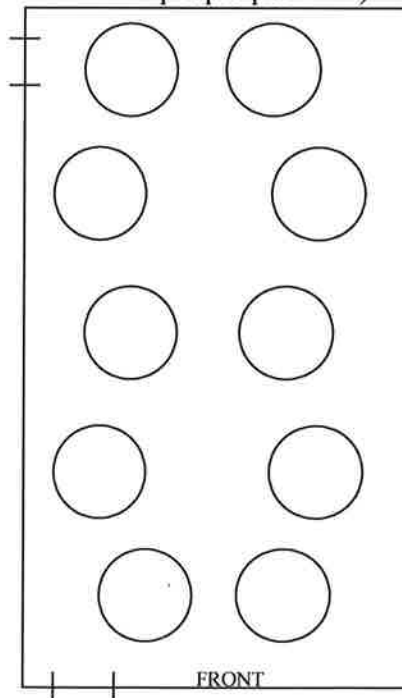
U-Shaped Seated Outside and Inside - 60 People (16 Rectangular Tables w/4 people per table)



Boardroom Style - 36 People (16 Rectangular Tables w/2 people per table)



Banquet Style - 60-80 People (10 Round Tables w/6-8 people per table)



Theater Style - 100 People
(NO Tables / 100 Chairs)

