

**Danville Regional Airport  
Rules for Renting Airport Conference Rooms**

All airport conference rooms (Eastern, Piedmont and Southside)

- Conference rooms are available for rent Monday through Friday 7 am until 8 pm and on Saturday from 9 am until 5 pm
- Airport administrative staff will assign conference rooms to renters relative to seating requirements
- No alcohol is allowed on the premises
- Smoking is prohibited inside the terminal building and conference rooms
- Kitchen resources are not available
- Largest conference room available seats 35
- Due to the proximity to business activity in the terminal, no music or singing of any kind, dancing, running or jumping is permitted.
- Due to the proximity to business activity in the terminal, conference room attendees should refrain from excessive noise.
- Use of the terminal lobby area is not available for rent
- Patrons may bring food for meetings however an additional cleanup fee is required as identified below and under no circumstances should any food be cooked or warmed inside the conference rooms
- No nails, screws, tape or fixtures of any kind may be driven or applied to the interior of the conference rooms without permission of airport management
- Tables located in conference rooms cannot be moved or disassembled
- It is the responsibility of the renter that all guests using the conference rooms follow all rules and regulations set forth by the Danville Regional Airport. Airport staff shall have authority to enforce all rules and regulations. Disorderly conduct or violation of these rules by anyone in attendance using the conference rooms will not be tolerated and may be cause for immediate closing of the function.
- Payment is due for rental space immediately after use unless approved in advance
- The Danville Regional Airport does not take cash or credit cards for payment

**Conference Room Rental Fee**

*Adopted Fee Ordinance No. 2015-04.02  
Effective July 1, 2015*

- Two-hour minimum \$50
- Each additional hour \$25
- 5 hours or more \$125
- Clean up fee if food is brought \$25
- Aviation related activities are exempt from fees subject to the approval of airport management.