



TENANT DIRECTIVE

Tenant Directive No.: BWI 603.1

Distribution List: B

Effective Date: May 6, 2024

Original Date: May 23, 2023

Revised: May 6, 2024

Approved by: *Suzanne W. Loh*
Director, Office of Airport Operations

Date: 5/6/24

RENTAL OF BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD MARSHALL (BWI MARSHALL) AIRPORT TERMINAL CONFERENCE ROOM FOR AIRPORT TENANTS AND NON-AIRPORT ORGANIZATIONS

Purpose

The purpose of this Tenant Directive is to outline the procedures for renting the BWI Marshall Airport Terminal Conference Room at BWI Marshall Airport.

Reference(s)

BWI Tenant Directive 401.1, Standard Rates and Fees at BWI Marshall Airport.

Scope

This Tenant Directive is applicable to all individuals and organizations at BWI Marshall Airport.

This Directive supersedes BWI Tenant Directive 603.1, dated May 23, 2023.

Definition

N/A

Responsible Party:

Office of Customer Experience
Division of Marketing and Air Service Development
410-859-7212

 Denotes revision

DIRECTIVE

I. Directive Statement

The Maryland Aviation Administration (MAA) owns the BWI Marshall Airport Terminal Conference Room. The Terminal Conference Room, number NT224, is located on the upper level of the BWI Marshall Terminal Building in the rear corridor between Concourses C and D. The room may be rented for conferences, receptions, presentations, and other meetings.

II. Procedures

- A. The MAA Office of Customer Experience is responsible for receiving and coordinating all rental requests for the BWI Marshall Airport Terminal Conference Room.
- B. The Airport Fire Marshal has established occupancy limits at 33 for banquets, 50 for meetings, and 25 for classrooms.
- C. The rental rate for the BWI Marshall Airport Terminal Conference Room is established under BWI Marshall Airport Tenant Directive 401.1.
- D. The BWI Marshall Airport Terminal Conference Room will be available on a first-requested, first-reserved basis. **The MAA reserves the right to deny any request it considers inappropriate or inconsistent with the general operation and activities at the Airport.** In the event simultaneous requests are received, use of the BWI Marshall Airport Terminal Conference Room will be granted in accordance with the following order of preference:
 - 1st Airport Tenant
 - 2nd Airport Business Group
 - 3rd U.S. Airport Agency
 - 4th State Agency
 - 5th Local Government Agency
 - 6th Non-profit Organization
 - 7th Off-Airport Company
 - 8th Other
- E. MAA will provide furnishings including tables, chairs, a lectern, and a smartboard for audio/visual presentations.
- F. No alterations to the room including nails, tacks, painting, etc., are permitted.

- G. Any signs must be approved in advance by the Manager, Office of Customer Experience, MAA.
- H. An inspection will be made after each reservation. If MAA is required to perform special cleaning or repairs due to damage from the reservation, the cost of the additional repair or cleaning will be billed to the requestor.
- I. For access to the conference room during normal business hours (8:00 a.m. to 4:30 p.m.), excluding weekends and holidays, contact the MAA Office of Customer Experience at 410-859-7212.
- J. A BWI Conference Room Reservation Request Form is required for all rental requests. This form is available electronically on the MAA Intranet and the BWI Tenant Website. Written requests should be addressed to the MAA Office of Customer Experience, Maryland Aviation Administration, P.O. Box 8766, BWI Airport, Maryland 21240 or sent electronically to kjenkins3@bwiairport.com.
- K. If the BWI Marshall Airport Terminal Conference Room is available, MAA Office of Customer Experience will send notification of the reservation via email after the required documents are received.
- L. Payment is due on the day of the event. Payment can be made by check (made payable to Maryland Aviation Administration) or credit card (VISA or Master Card). Airport tenants may elect to have the room charge billed by the MAA.

ADDITIONAL AUTHORIZED DOCUMENTS

Attachment: BWI Conference Room Reservation Request Form

ADDITIONAL INFORMATION

Contact Information:

Office of Customer Experience
410-859-7212

 Denotes revision

ATTACHMENT: BWI Marshall Conference Room Reservation Request Form

5/2023



Maryland Aviation Administration

**BWI MARSHALL CONFERENCE ROOM
RESERVATION REQUEST FORM**

Name and Title of Lessee & Contact Person: _____

Telephone: _____ Cell: _____

Billing Address: _____

Email Address: _____

Purpose: (Check One) Banquet Meeting Classroom Other (Please Specify)
May not exceed 50 people.

Date: _____ Times: _____ Number of Attendees: _____

Special Arrangements: _____ Catering, Signs, Etc.

The charge for the conference room is \$ _____ per hour or any portion thereof.
Payment in full is due on the day of the event, or in advance.
Parking fees for those using the BWI Marshall Terminal Conference Room are not included.

Method of payment: (Check One) Master Card Visa

Card Number: _____ () * Expiration Date: ____ / ____
3-digit code

Corporate or Individual Name on Card: _____

- Check (Made payable to the MAA) Check Number: _____
- Airport tenants may elect to have the room charges billed by the MAA.

Mail Request to: Maryland Aviation Administration (contract # ____)
Office of Customer Experience
P.O. Box 8766
BWI Airport, Maryland 21240-0766

Or Email Request to Kelvin Jenkins: Kjenkins3@BWIairport.com
(410) 859-7212

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* 3-digit Security Code number appears on back of Credit Card after the account number.

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