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Description automatically generated Meeting Rooms Request

Indicate below all information about your Meeting Room Reservation Request. Please include room set-up and equipment desired for your event. Please contact Host Marriott directly to coordinate food service or call custodial for cleaning service.

**Request Date** Click or tap to enter a date.

**Requestor Name** Click or tap here to enter text.

**Phone #** Enter number.

**Requestor Email** Click or tap here to enter text.

**Host Name** Click or tap here to enter text.

**Host Phone #** Enter number.

**Host Email** Click or tap here to enter text.

**Purpose of Meeting** Choose an item.

**Meeting/Event Name** Click or tap here to enter text.

**Meeting/Event Date** Click or tap to enter a date.

**Start Time** Choose Time. **End Time** Choose Time

**Recurring** Choose an item. **No. of Attendees** Enter number.

Meeting Room Facility Set-up Preference

**Room Set up Style** Choose Room Style

**Equipment Needed** Choose an item.

**Comments**: Click or tap here to enter text.

If the meeting room is available, you will receive a confirmation number from [notify@condecosoftware.com](mailto:notify@condecosoftware.com), autoreply system. DO NOT REPLY to this email address.

**With confirmation, you acknowledge that you understand and agree to abide by the attached LAS Meeting Rooms Policy posted in each room.**

If **no** meeting room is available, we will relay the information to you. Based on the room(s) availability, we may offer other options. Upon mutual agreement, the process starts again with the new dates and times.

if have any questions regarding your reservation, please email meetingrooms@lasairport.com

08/11/2022-revised

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LAS Meeting Rooms Policy

LAS Meeting Rooms are provided as a courtesy and a convenience to airport tenants and other governmental agencies doing business with the airport.

Clark County will hold the applicant responsible for any damages and/or loss incurred to the meeting room facility, meeting room keys and any County-owned equipment during their use of the meeting room. Failure to reimburse Clark County for any such damage or loss will prohibit future use of any meeting room facility or equipment at Harry Reid International Airport.

* Failure to show up at the agreed time and date without a cancelation notice may result in the future denial of meeting room usage.
* Do not leave your meeting rooms unattended. Meeting rooms are locked when not in use.
* Please adhere to room capacity.
* Please vacate meeting room on time. Rooms are disinfected for next meeting.
* Do not change the room set up.
* Do not put holes in the walls with staples, pins, pushpins, tacks or anything else.
* Please do not tape displays, charts, etc. to the walls or windows. Easels are available upon request.
* Please DO NOT ADJUST dividing walls or audio/visual equipment. If you need assistance call extension 5040.
* Smoking is not allowed in the meeting rooms. Smokers must use designated smoking areas
* Please dispose of all used materials, trash and food items at the end of the meeting. Trash cans are available in each room. If more are needed, please call extension 5040.
* Failure to return keys may result in the future denial of meeting room usage.

If you have any questions, require further information, or need assistance please email [meetingrooms@lasairport.com](mailto:meetingrooms@lasairport.com)

04/03/2022-revised