



Reagan National Space Reservation Policy

Approvals

Reservation requests are approved by the Office of the Airport Manager on a first come, first served basis. Requests may be denied at any time (especially during peak travel times). All fees must be paid 48 hours in advance of the event.

South Pier Conference Room

The South Pier conference room is post-security and may be requested by any tenant of Terminal A, B, or C. No set up assistance is provided. There is no charge.

Terminal B and C Terraces

Tenants of Terminal A, B, or C may request a terrace for small events (NTE 125 people) with at least 72 hours advance notice. No set up assistance is provided. Requestors must utilize their own equipment and clean up the space completely or forfeit additional opportunities. Use of an open flame requires a burn permit from the fire department and a fireproof matt to protect grease from getting on the ground. There is no charge.

Media outlets may request approval from the Office of Media Relations for live shots. Additional information is available at: <http://www.mwaa.com/about/media-center>

Terminal A Historic Lobby

Historic Lobby requests are accepted for a rental fee (see attached schedule). The space will be screened from the public. Demonstrations are not permitted in this space. Amplified sound is permitted, but noise levels may not exceed 90 decibels. Bands are permitted for evening events only.

Terminal A Conference Center

Conference Center requests are accepted for a rental fee (see attached schedule).

Other Spaces in Terminal A, B, or C

Requests for small un-walled areas, such as alcoves in the Baggage Claim areas, are approved on a case-by-case basis; approved activities cannot interfere with the ingress and egress of passengers.

Fee waivers

MWAA Offices may request a waiver of rental charges for external groups through the Contributions Form. Waivers of less than \$1,000 are approved by the Vice President of Communications. Waivers of \$1,000 or more are approved by the Chief Revenue Officer. Approved forms must be received before booking is confirmed. MWAA events—where MWAA is responsible for the event—do not require a Contributions Form.

RENTAL RATES

Historic Lobby

Day rate: \$2,500

Between the hours of 7:00am – 5:00pm (event must be completely done by 5:00pm – including clean up)

Evening rate: \$5,000

Between the hours of 5:00pm – 12:00am (event must be completely done by 12:00am – including clean up)

Terminal A Conference Center

Hourly rates:

\$95 for 1 room

\$180 for both rooms

Day rates:

\$500 for 1 room

\$1,000 for both rooms