



## **PUBLIC EVENT POLICY AND APPLICATION FORM**

### **POLICY**

The Pocono Mountains Regional Airport (KMPO) and its governing authority, the Pocono Mountains Municipal Airport Authority (PMMAA) understand the value and importance of holding public events that help provide support for the Monroe County community, while promoting a positive image for our airport. The purpose of this document is to provide an interested organization with the information and guidance needed when applying for use of the airport's grounds to hold a public event. An applicant is encouraged to provide as much information as possible about their proposed event when submitting this application.

This policy applies to all external parties or organizations seeking a license to host an event within the premises of KMPO, including, but not limited to: Fund Raising Events; Promotional Activities; Cultural, Educational, or Entertainment events.

Upon receipt of a completed application, the PMMAA Board will review the request to assess its feasibility and alignment with the airport's mission and values. Events that may disrupt or compromise the safety of airport operations may not be approved. Once approved, the organization will be required to execute a single-use license provided by the PMMAA, before any event-related activities can begin.

The safety of passengers, visitors and employees is of paramount importance and all events are required to adhere to all applicable laws, safety regulations, and guidelines set by relevant authorities, including, but not limited to: The FAA, PMMAA, KMPO, Coolbaugh Township, and other State/Federal authorities governing public gatherings.

Use of the Airport's name, logo, and other brand images are subject to approval on a case-by-case basis.

### **WHAT YOU SHOULD KNOW**

Before completing the application section below, please review all the following information carefully. This will answer many of your initial questions about holding a public event at KMPO and will help ensure a more thorough application submission.

- Certain non-aeronautical uses of an airport may be subject to FAA approval if such use is likely to limit the operating capacity of the airport or its accessibility to the public. Requests will be evaluated against this approval process. The Airport reserves the right to reject an application if, in its sole discretion, the event is not considered to be in proportion with the administration process required.
- The Available Event Space at the airport is shown on the attached airport map. No event activities or access will be permitted outside of this space.
- There is no interior space at the airport available for holding public events.
- The PMMAA, in its sole discretion, reserves the right to accept or reject an application based on the information provided in this application.
- For safety and/or logistical reasons, a limit may be imposed on the number of attendees and/or vehicles at an approved event.

## WHAT YOU SHOULD KNOW (CONTINUED)

- An applicant may not submit requests for more than two events in any calendar year.
- A security deposit of \$2,500 will be required within 15 days of receiving approval for an event.
- PMMAA reserves the right to deduct from the security deposit the cost of restoration of any damage caused by the event to airport grounds and property, including, but not limited to, event clean-up not completed by the event organizer.
- In addition to the requirements contained within the single-use event license, all existing airport rules must be observed at all times during the event preparations, on the event day, and during post-event clean-up. Airport rules are posted on the airport's website at [www.mpoairport.com](http://www.mpoairport.com)
- The primary contact person identified in this application, together with the execution party to the single-use license (if different) shall be personally responsible for the conduct, safety, and control of all event related parties, including attendees, volunteers, vendors, and staff. Such responsible persons shall be the only persons with whom the PMMAA and airport personnel are required to communicate to ensure compliance with this requirement.
- Any professional catering services (including food trucks) at the event must be appropriately licensed and will be required to provide evidence of current PA Board of Health certification.
- No alcohol may be served or permitted at the event.
- Proof of auto insurance coverage will be required for any road licensed vehicles used on airport property to support the event.
- Use of non-licensed vehicles and equipment such as golf carts, utility carts, etc. will need to be expressly covered by the event specific general liability insurance of the organizer.
- Any wi-fi or data services required for the event must be provided by the organizer, installation of which is subject to prior approval.
- There is no electric service to the Available Event Space.
- The airport has limited personnel who are fully assigned to airport operations during an event. The organizer should not plan on any logistical support from airport employees, outside of their customary duties related to flight and aircraft traffic services.

**APPLICATION**

**No application will be considered if received more than 270 days or less than 45 days prior to the proposed event date.**

**Event Details:**

1. Name of Proposed Event:

2. Proposed Event Date:

3. Are you requesting a rain date? Enter date if Yes:

4. Expected set up time required:

5. Event duration. (Strict limitation of dawn to dusk) Provide earliest organizer arrival time and latest departure time on day of event:

6. Expected number of attendees: (Persons)

7. Expected number of cars:

8. Expected number of buses:

9. Event Type: (e.g., Conference, Exhibition, Charity Event, Product Launch, etc.)

**Applicant Information:**

10. Name of Applicant / Entity:

11. Primary Contact Person:

12. Contact Email:

13. Contact Phone:

14. Organization/Company name (if different than above):

**Event Description:**

15. Tax Status of Applicant Entity:

16. Address:

17. Website (if applicable):

18. Briefly describe the event's purpose and objectives:

19. Who will benefit from proceeds raised at the event:

20. How will the event benefit the airport and its general aviation visitors:

21. Describe any specific equipment requirements for the event (e.g., staging, lighting, sound, etc.):

**Logistics:**

22. Describe any special features, activities, entertainment, planned for the event:

23. Will the event include any proposed use of the general aviation facilities and functions at the airport? If so, provide the name/s and certification/s of those responsible for passenger and public safety and for compliance with all applicable FAA and airport requirements:

24. Has this event been held in the past? If so, state when and where:

25. Will the event involve the sale of goods or services? (describe)

**Logistics continued:**

26. Will there be food and beverages served by the applicant at the event? (describe)

27. Will there be food and beverages served at the event by a third party i.e., Food trucks, professional caterer, etc.? (describe)

28. How will security be provided for the event. Include details for how separation between Landside, and Air-side sectors of the airport will be established and maintained?

29. How will medical services be provided?

**Logistics continued:**

30. What restroom arrangements will be made for the event?

31. How will parking be organized and controlled:

32. Do you anticipate any transportation needs for event attendees within the approved event area?

33. What arrangements will be made to ensure ADA compliance at the event?

**Permits and Insurance:**

34. How will you provide for the containment of, and removal of event-generated trash?

35. What permits and/or licenses do you anticipate will be needed for your event (airport may require additional permits to those identified here)?

36. Provide full details of any General Liability, Professional Liability, Auto, Workers Compensation, Activity specific, etc., including coverages, limitations, and exclusions.

**Promotion:**

37. How do you plan to promote the event?



**Additional Information:**

38. What signs, banners, notices would you like to display on airport property, both before and during the event? Describe size, purpose, and proposed duration.

39. Attach a basic site plan of how you wish to layout the various elements of your event within the Available Event Space boundaries provided by the airport. Do not forget to show parking, restrooms, tent location, vendor booths, safety and security fencing and crowd control, volunteer and organizer parking, display areas, etc.

40. Attach any other relevant documents that you feel would be helpful to the PMMAA in their review of this application.

**Submission:**

This Policy and Application is available on the airport's website ([www.mpoairport.com](http://www.mpoairport.com)) as a printable PDF.

Submission of completed applications to:

**Pocono Mountains Municipal Airport Authority**  
**188 Airport Drive**  
**Tobyhanna, PA 18466**  
**(570) 839 0258**

This Policy and Application Form will be reviewed periodically to ensure its relevance and effectiveness. Always check the airport's website for the most current version.

Attached:

Airport Map depicting the Available Event Space