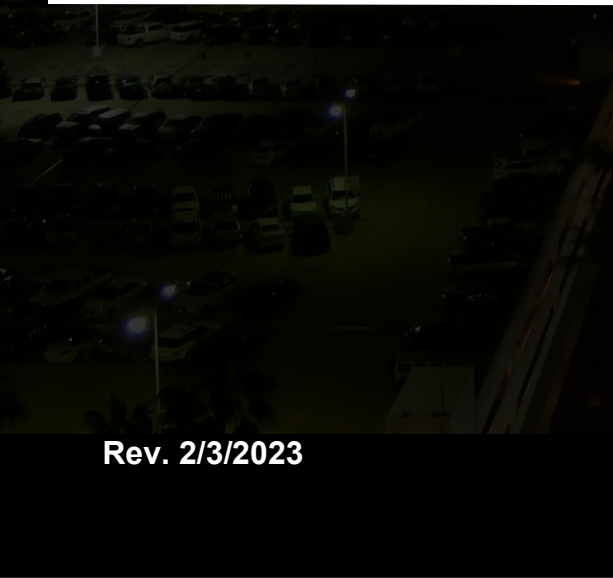
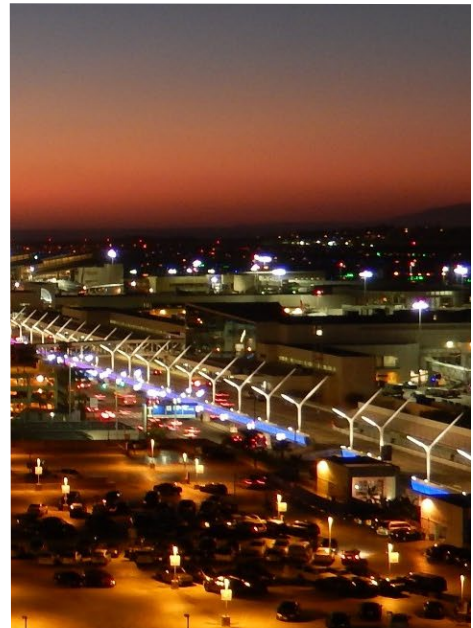
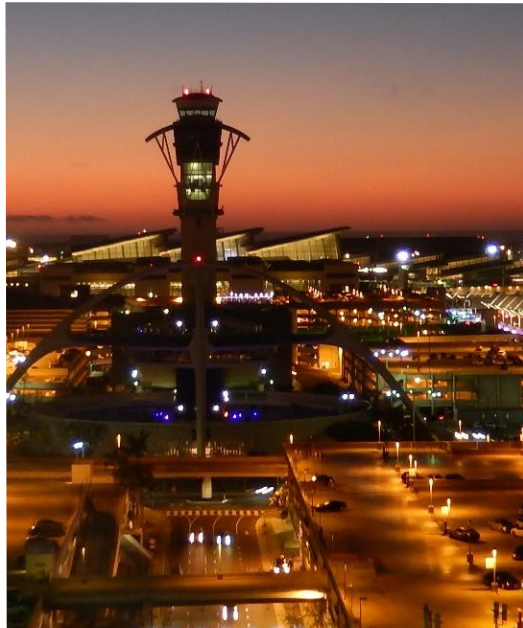


**LAWA** | **LAX**



# LOS ANGELES INTERNATIONAL AIRPORT



## Appendix 18 TBIT & MSC Conference Room Policy

### **Applicability**

This policy applies to the conference rooms at TBIT and West Gates at Tom Bradley (MSC). All LAX stakeholders (including tenants and LAWA employees) are responsible for complying with LAX Rules and Regulations, including this document. These conference rooms are available to all TBIT & MSC stakeholders by reservation, with Member Airlines having priority.

- The TBIT conference room is room 3C11-47 (level 3, back of ticketing area)
- The MSC conference room is room 04-C3-30/40 (level 4, off central core area)

### **Contacts**

1. To reserve a conference room, email [TBITConferenceRoom@lawa.org](mailto:TBITConferenceRoom@lawa.org) or go to <https://www.lawa.org/lawa-businesses/how-to-do-business-with-lawa/tbit-calendar>
2. **To report an emergency: (424) 646-7911.**
3. To request Airport Police assistance with a non-emergency: **(424) 646-4268.**
4. To report facilities problems (clogged drains, electrical, spills etc.) contact the ARCC (Airport Response Coordination Center): **(424) 646-LAWA (5292).**

### **Policy**

1. All reservations must be made at least seven days in advance.
2. A-10 key is required to access training rooms.
3. Please ensure furniture configuration is restored to original condition.
4. Extended training requests will be accommodated at MSC training room only, training is limited to 3 consecutive days.
5. The posted maximum occupancy load of the conference room may not be exceeded.
6. Users must vacate the conference room promptly when the scheduled meeting time has ended.

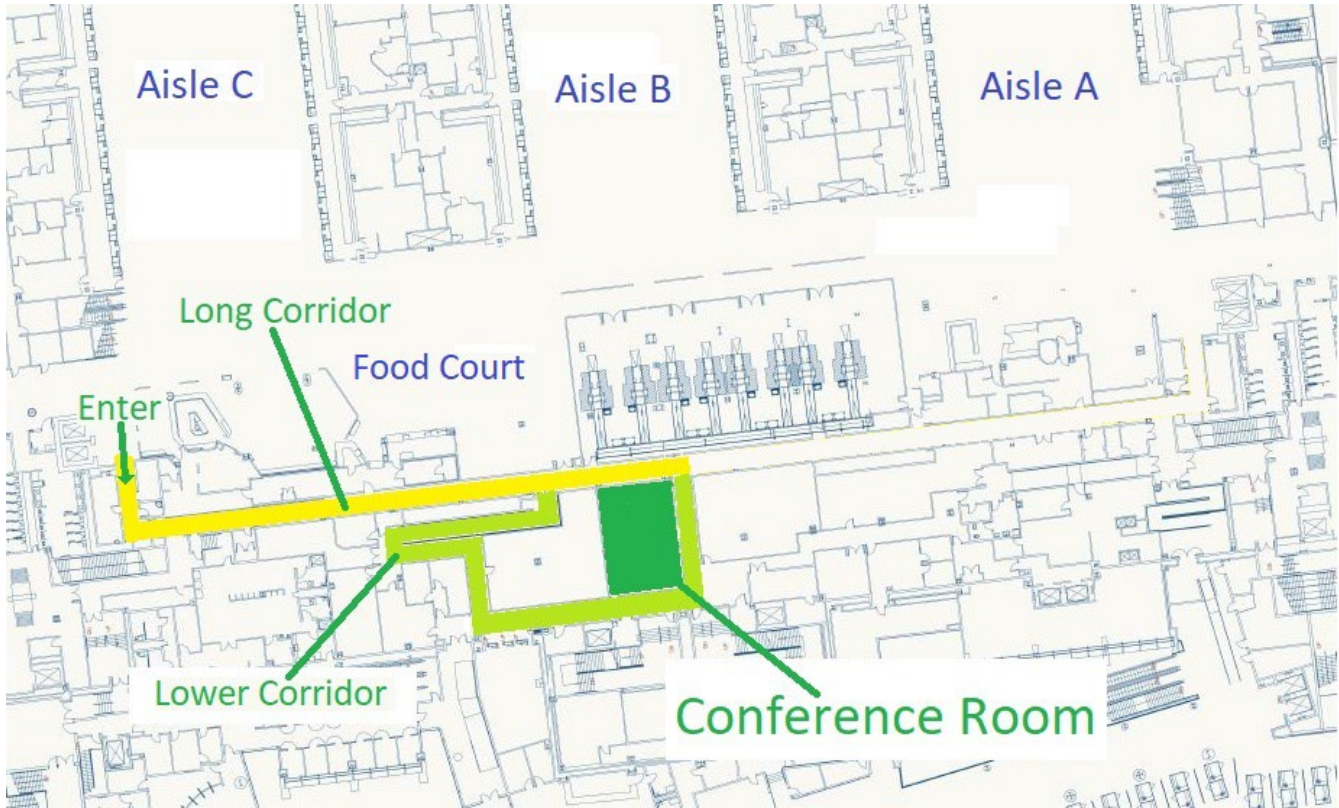
7. All conference room users must agree to maintain the conference room in a neat and clean fashion. LAWA does not provide custodial services for conference room users.
8. Users shall remove and dispose of all trash and clean up any spaces they used prior to departing the conference room. For TBIT conference room, trash may not be disposed of in the loading dock trash compactors.
9. Propping doors open is prohibited.
10. Users of the MSC conference room must arrange access/escort for non-badged individuals.
11. Users may not physically attach anything to the walls of the conference room.

**Enforcement**

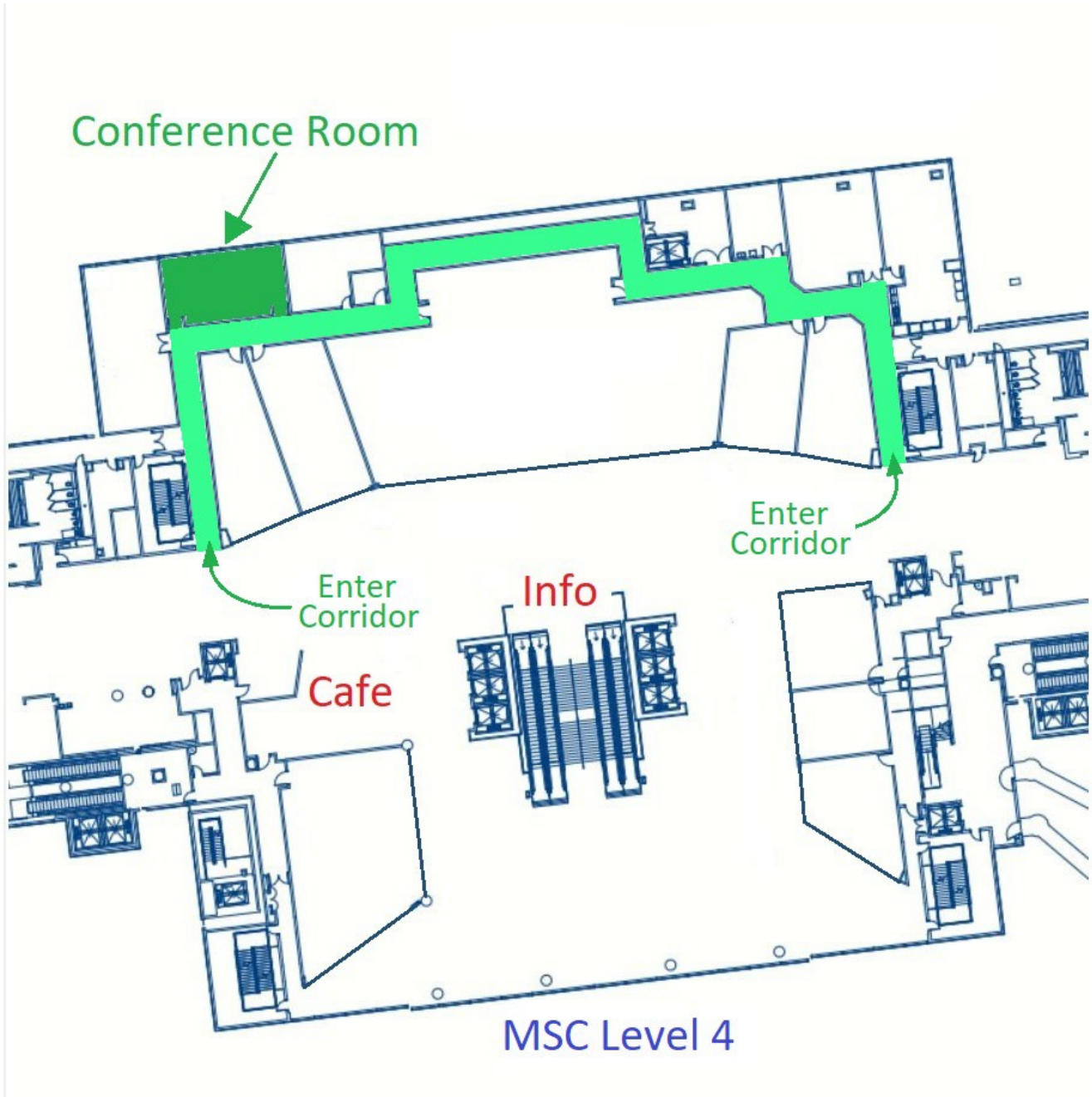
All conference room users (including tenants and LAWA personnel) are responsible for complying with this document.

- Violations of this policy by any tenant will be considered a deviation from the user's Terminal Occupancy Agreement with Los Angeles World Airports (LAWA).
- Violations of this policy committed by non-LAWA personnel will be reported to LAWA's Commercial Development Group (CDG). This may result in a notice being issued to the tenant to correct such deviations from this policy.
- Violations by LAWA personnel will be reported to the violator's Division Manager.





TBIT CONFERENCE ROOM



MSC CONFERENCE ROOM