



Approved
7/16/18
[Signature]

Flight Deck Conference Center Reservation Form

Date 7/16/2018

Allow 7 working days to process Conference Center Reservation Form

Organization Name: Environmental Protection Agency	
Address: City, State, Zip: 1445 Ross Avenue Dallas, TX 75202	
Work Phone: 214-665-3166	Personal Matters / Ex. 6
Fax: 214-665-4773	Fax: Ex.
Email Address: nichole.cherry@epa.gov	
Contact(s): Cheryl Nichols	Personal Matters / Ex. 6
Organizational Contact(s): Marce Jackson	
Organization Type:	Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> GOV <input type="checkbox"/> Corp <input type="checkbox"/> Other <input type="checkbox"/>
Federal Government	

Event Description

Business Meeting Conference Charity Event Other _____

Event Schedule

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
For participants					8:00am		

Proposed Event Date(s) and Time(s) (not to exceed 3 days)

From: 7/16/18 To: 7/16/18

Proposed Location (be specific) - Which conference room, i.e. Alpha, Bravo, Charlie, etc.?

Bravo

Detailed Description of Proposed Event - How many people? Doing what specifically?

EPA / State official collaboration meeting - 10 to 15 persons.

I hereby submit this application to conduct the above referenced CONFERENCE ROOM ACTIVITY at the City of Dallas Airport/Heliport herein named. I certify that I am familiar with and will comply with the terms and conditions governing such activity as set forth by the Department of Aviation and the City of Dallas. I further submit that I will comply with and adhere to any FAA/TSA Regulations and Guidelines regarding any activities conducted on any portion of Aviation property(ies).

*All tours beyond the Security Checkpoint will need escorts; therefore, all participants must be listed and must have a copy of their photo identification on file before the tour.

Cheryl Nichols
Signature
Administrative Specialist
Title

Email application to rozalind.dickerson@dallascityhall.com or mail it to Dallas Love Field Airport, 6008 Herb Kelleher Way, LB16, Dallas, TX 75235 in c/o Rozalind R. Dickerson.

FOR DEPARTMENT OF AVIATION USE ONLY

Conference Room Permit No. DT162018-90

Request Approved from 8/16/18 to 8/16/18
Date Date

Request Denied. Reason(s) for denial: _____

Fee Charged	\$ 375	Fee Paid	00 375
Balance Due			

Cherrie Wilson
Director or Assistant Director
Department of Aviation
Date 7/16/2018

- PARTICIPANTS:
Anne Idsal
Emily Lindley
David Gray
Grace Barr
Scott Thompson
Chuck Brown
Butch Tongate
Marian Mergist
Carly Cordell
Michael Teague
Erin Chancellor
Kenneth Wagner
Sharon Smith
Jodi McKee
Julie Talley
Anna Wildeman
Theresa Macias