



**Via Hand Delivery or U.S. Mail or Electronic Mail**

September 24, 2019

Lessee  
Address

**RE: ACTIVITIES AND EVENTS TO BE HELD AT THE RICHARD B. RUSSELL  
REGIONAL AIRPORT, FLOYD COUNTY, GEORGIA.  
(AIRPORT POLICY NUMBER 19-02)**

This Policy Letter delineates approval authority, responsibilities, and the coordination required to hold an activity or event on Richard B. Russell Regional Airport (RMG), Floyd County, Georgia property. The intent is not to prohibit activities and events, but to ensure the safety of all persons and to protect tenant and airport property.

**DEFINITION.** An activity or event is any gathering of more than twenty-five (25) people for any purpose other than business. Examples of include, but are not limited to: social activities/gatherings, fund raising events, political rallies, fly-ins, parties, filming, photography, etc.

1. To facilitate communication and notification of all persons and businesses that may be involved or affected, to preclude injury to persons or damage to property, and to ensure that proper security, sufficient parking areas, and adequate parking control are planned and executed, the following procedures are to be followed:
  - A. The Sponsor / Coordinator of the activity or event should make a request in writing to the airport manager no later than 21-days prior to the activity or event. Request shall be provided on the attached *Activity and Event Request Form*.
  - B. Depending upon the size and complexity of the gathering, a meeting should be arranged and scheduled not later than 14-days prior to the activity or event. This meeting should include the airport manager and the security supervisor if security will be present. Plans will be discussed and modifications made only as necessary to provide a safe activity or event with minimum disruption to other airport tenants or normal operations.

2. Special attention to the following planning considerations will expedite the approval process:
  - A. Sufficient security personnel - in quantity and training - for the activity or event and location requested. Examples: an activity or event in which non-airport personnel may be on the aircraft ramp requires much closer crowd control, management, and escort; any activity or event in which alcoholic beverages may be served may necessitate more security personnel, etc.
  - B. Sufficient crowd control and parking area / direction personnel to ensure that cars and/or pedestrians do not stray into any dangerous areas.
  - C. Signage of adequate size and placed in the correct locations to expedite the safe flow of people and / or vehicles.
3. Any security hired by the activity or event coordinator must coordinate his/her tasks and responsibilities with the airport manager and the Floyd County Police Department representative if deemed necessary, in order for security personnel to work effectively together and the activity or event security can call for assistance if necessary.
4. Prior planning and close coordination with airport staff will facilitate the activity or event.

On behalf of Floyd County and the Richard B. Russell Regional Airport, we value your presence and we look forward to the continued safety of all persons and to the protection of tenant and airport property. If I can be of assistance, please let me know.

John Carroll

**John Carroll, C.M.** | Airport Manager  
Richard B. Russell Regional Airport  
304 Russell Field Road | Rome, GA 30165  
[706-295-7835](tel:706-295-7835) | [carrollj@floydcountyga.org](mailto:carrollj@floydcountyga.org)

JDC

**AIRPORT POLICY NUMBER 19-02**

Attachment



## ACTIVITY AND EVENT REQUEST FORM

### Requesting Tenant / Organization

Company Name: \_\_\_\_\_ Submitted Date: \_\_\_\_\_  
Point of Contact: \_\_\_\_\_ By: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### Activity or Event

Name/Purpose of Activity or Event: \_\_\_\_\_  
Date of Activity or Event: \_\_\_\_\_ Time (From-To): \_\_\_\_\_  
Exact Location: \_\_\_\_\_  
Sponsor (if different from Tenant): \_\_\_\_\_  
Number of Expected Attendees: \_\_\_\_\_  
Will alcohol be served? \_\_\_ Yes \_\_\_ No \_\_\_ Open Bar (Pay-as-you-go)  
Parking:  
Number of Cars Expected: \_\_\_\_\_  
Proposed Parking Areas: \_\_\_\_\_  
Parking Control Attendees: (Who, How Many, Where/how Used) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Security (Who, How Many, Where / How Used)

\_\_\_\_\_  
\_\_\_\_\_  
Training Level: \_\_\_\_\_

Are radios to be used: \_\_\_ Yes \_\_\_ No  
With whom: \_\_\_ Floyd PD \_\_\_ Rome PD  
\_\_\_ Airport Security \_\_\_ Other

**Signage**

Will signage be used (where and how)? \_\_\_\_\_  
\_\_\_\_\_

**Insurance**

What insurance coverage is provided / limits? Attach copy of policy.  
\_\_\_\_\_  
\_\_\_\_\_

**\*Additional Assistance**

Are you requesting other assistance from the Airport such as barriers, stanchions, flags, assembly/disassembly, etc.?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Fees may be required for the use of County personnel based on the hourly wage rate of the personnel requested including overtime if necessary / required for the activity or event.**

**Return Completed Form to:**

Richard B. Russell Regional Airport  
304 Russell Field Road  
Rome, GA 30165  
706.295.7835 Office  
or [WillisB@floydcountyga.org](mailto:WillisB@floydcountyga.org)

-----Airport Administration Only-----

**Approved**

**Denied**

Reason(s) for decline:

\_\_\_\_\_  
\_\_\_\_\_

Approved/Denied by: Printed Name \_\_\_\_\_ Date \_\_\_\_\_  
Airport Manager

Signature \_\_\_\_\_