

Spokane County Fire District 9

SOP 922

DISTRICT PUBLIC MEETING ROOMS

Purpose

To establish a procedure for individuals/groups wishing to reserve/use the District's public meeting rooms.

Forms

- *Public Meeting Room Use and Hold Harmless Agreement*

General

All reservations of the District's public meeting rooms are to be made through the Administrative Services Division staff during normal business hours, Monday-Friday, 8:00 a.m. to 5:00 p.m.

A Public Meeting Room Use and Hold Harmless Agreement must be completed and submitted prior to use.

Public meeting rooms may be used between 8:00 a.m. and 9:00 p.m.

At no time shall the room's posted occupancy load limit be exceeded.

In all instances, Fire District related meetings, training, functions and emergencies shall have priority over any and all requests for use of Fire District facilities.

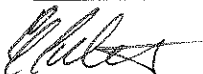
In the event of a disaster or other Fire District emergency, use of a District meeting room could be cancelled without advance notice.

The terms and conditions detailed in this procedure may be modified or suspended by the District Fire Chief at his/her discretion without notice.

Prohibited Activities

- Commercial, for-profit endeavors.
- Fundraising activities.
- Religious activities.
- Political endeavors.
- Any activity in which there is a charge for attending.

APPROVAL



EFFECTIVE DATE

12/10/2013

SUPERSEDES

none

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Other Prohibitions

- No alcoholic beverages/controlled substances are allowed on Fire District property.
- Smoking is prohibited inside Fire District facilities and within 25 feet of entrances, exits, windows that open and ventilation intakes.
- No animals/pets are allowed inside Fire District facilities except for guide or service dogs.
- Use of hazardous materials is prohibited.
- No open flames.
- There will be no access to the apparatus floor or crew quarters unless accompanied by an employee of the Fire District.

Food and Beverage

- The only food or beverage allowed in the District's public meeting rooms is water.

User Responsibilities

- A responsible adult over the age of 21 shall be present at all times. If children are present, they must be supervised at all times.
- The conduct of the activity shall be respectable and well governed.
- No group shall consider any Spokane County Fire District 9 facility its permanent meeting place or use the District as its mailing address.
- Users are to put back all tables and chairs into the configuration of which they were found.
- Users are not to affix anything to the walls, ceiling or furniture.
- Users are to contact the station crew if anything is broken or damaged.
- Users are responsible for damages and/or costs associated with their use of the facility.
- Users are responsible for cleaning the room up after use and disposing of waste.
- Users are responsible for parking out of the way of emergency apparatus.

