

COMMUNITY ROOM USAGE

1104.1 PURPOSE OF POLICY

The Black Forest Fire Rescue Protection District (BFFRPD) provides access to a meeting room for the community. To ensure the room is available to all and remain functional for Fire Department operations and business, the following policy and guidelines governing the use of the room has been set forth.

1104.2 GENERAL REGULATIONS

The BFFRPD provides space for community meetings, programs, or events of an educational, cultural, or civic nature.

- a. Meetings, programs, or events with the intent to make money or for which payment is required for attendance, or any form of solicitation is made for potential clients, products, or services, are prohibited.
- b. The meeting room may be reserved and used by residents of the BFFRPD and surrounding area, to include local area government and HOA Boards.
- c. BFFRPD reserves the right to cancel room reservations based on need for actual or projected emergency operations.
- d. Events of a strictly social nature such as parties or weddings are not permitted.
- e. Meetings, events, or programs that may cause excessive noise, safety hazard or security risk are prohibited.
- f. Groups or organizations using room may use the BFFRPD address and room designator but at no time imply that the BFFRPD is a sponsor. The BFFRPD may not be used as a contact number or mailing address.
- g. The Meeting room may not be used for meeting or discussions if the participants of the meetings intend to incite a breach of peace or encourage or promote violence against or physical injury to individuals or groups of individuals.
- h. Political Party meetings are prohibited.

1104.3 DEFINITION AND DESCRIPTION OF AVAILABLE ROOM

- a. Community Room 115A: This room is 24 x 20 (480 sq. ft.) with a white board and power outlets for AV equipment. The maximum occupancy for this room 80 people.
- b. There is wireless internet available for use.

1104.4 SCHEDULING

- a. Scheduling is on a first-come, first-serve basis, subject to priority criteria set-forth in section II (3).
- b. Scheduling may be done online on the FD website www.bffire.org or through our administrative officer by calling 719-495-4300. All scheduling submitted is conditional until the application is signed by the Fire Chief or Deputy Fire Chief and the Meeting room user agreement has been signed by the applicant.
- c. Reservations may be made up to one (1) month in advance and alternate meeting times may not be scheduled. The time must be firm for the date requested.

Black Forest Fire Rescue Protection District Policy Manual

Fire Policy

COMMUNITY ROOM USAGE

- d. The responsible party for the room is the person under whose name the reservation was made. Registering to use a meeting room confirms that the Responsible party has read, understands, and accepts the meeting room use policy and consents agreement to pay for all monetary compensation due to damage, cleaning costs, or any other billable issue.
- e. The responsible party must be at least 18 years of age to reserve a meeting room.
- f. Meeting rooms are available from 0900-2100 hours Monday through Saturday. Groups may enter the facility 30 min prior to their scheduled time for set-up.
- g. In the event of severe weather, BFFRPD retains the right to cancel or limit the available time for the group or organization.
- h. Groups that reserve a meeting space and do not occupy it are subject to loss of meeting room privileges.

1104.5 ADDITIONAL RULES AND CONDITIONS

- a. Users are responsible for set-up and take-down of chairs and tables. FD staff are not available to assist. All rooms must be restored to original order or as directed by the FD staff. Excessive trash and debris must be disposed of in the dumpster located in the northeast corner of the property.
- b. Fire and emergency exits shall not be blocked at any time.
- c. Parking shall be in the south parking lot and along the roadway. At no time shall anyone park behind the station or impede fire department apparatus in any way.
- d. No decorations, wall hangings, presentation materials or any other items may be taped, stapled, glued, or in any way fastened to the walls. The cost to repair damaged caused by the unauthorized placement of such items will be assessed to the responsible party.
- e. Refreshments may be served in the meeting rooms. Use of candles, other open flames, hotplates, electric griddles, or other direct heat sources is prohibited. Use of tobacco products and consumption of alcohol on the premises is prohibited. Any group serving refreshments is responsible for cleaning the room and removing all refreshments from the room.
- f. BFFRPD reserves the right to deny future use of the meeting rooms to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard for the guidelines, regulations, conditions, or rules in this policy.

1104.6 CHARGES AND FEES

- a. Use of the meeting rooms is free of charge.
- b. If the room is not restored to its original order and requires extra cleaning BFFRPD will charge the responsible party \$100 for each occurrence.
- c. If the room is damaged beyond normal wear and tear, BFFRPD will bill the responsible party for repair or replacement costs. BFFRPD will determine whether damaged property can be repaired or needs replacement.
- d. If BFFRPD equipment is missing after a group has used the room, the responsible party will be liable for the cost of replacement.
- e. Any group or organization with outstanding charges will not be able to reserve a meeting room until all charges have been paid.