CHELAN FIRE AND RESCUE
PUBLIC USE OF STATION
MEETING ROOM(S)
AGREEMENT

Hours of Use: Daily 8:00 a.m. to 9:00 p.m.   **Room Capacity:** 75

To Reserve a Meeting Room
- A *Facility Use Agreement* form must be completed and submitted prior to use.
- All reservations are made through the Administrative Office staff at Fire Station 71 during normal business hours Monday – Friday 8:00 a.m. to 4:00 p.m.
- Meeting room may not be scheduled for more than 90 days in advance.
- Approved reservations will be accepted on a first-come, first-serve basis.

User Responsibilities
- User agency is responsible for proper set-up of chairs, tables, and equipment as needed.
- Users are responsible for cleaning the room up after use and dispose of waste as needed.
- User/agency/person shall appoint a responsible person who will be present for the entire meeting.
- User's responsible person shall arrive early for orientation if they have not previously used the meeting room. This will include a security briefing on actions to be taken if the station crew is on an emergency.
- Children are to be supervised at all times and must stay within the meeting room area.
- Do not affix anything to the walls or ceiling except with approved masking tape.
- Contact administrative staff or station crew if anything is broken or damaged.
- User's responsible person shall insure that the meeting participants stay in the meeting room area and do not enter parts of the building unless accompanied by Chelan Fire and Rescue personnel.
- Users are responsible for damages and/or other costs associated with their use of the facility.

Equipment:
- White boards and projection screen maybe used. **ONLY** use dry erase pens on the white boards.
- Use of department TV's, Smartboard, and audio equipment is not allowed.
- Users shall NOT attempt to reprogram, remove or repair fire district equipment or heating/air conditioning system. Contact the duty crew if you need assistance.

Prohibited Activities:
- No Alcoholic beverages/controlled substances are allowed on fire district property.
- There shall be no animals/pets allowed in the meeting room except service dogs.
- Smoking is prohibited in the building and within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve enclosed areas where smoking is prohibited.

Food and Beverage:
- Coffee, donuts, soda and other light snacks are acceptable.

Parking:
- Parking is limited, street parking is recommended. You may use the parking slots at the west end of Wapato next to the fire station. It is prohibited to utilize Napa Auto parking area.

As You Leave:
- Meeting room tables and chairs should be put back in order they were found.
- All trash receptacles in the room should be emptied before departure.

Indemnification:

The requesting person/agency shall indemnify and hold harmless Chelan Fire and Rescue *(Chelan County Fire Protection District 7)*, their elected and appointed officials, their employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by user or any other person which arise from or in any other manner grow out of any action or omission on or about said facility by requesting user/person/agency, it's agents, guests or employees in the execution of this agreement including any and all and expenses, legal or otherwise incurred by Chelan Fire and Rescue or their representatives in the defense of any suit or claim. Chelan Fire and Rescue is not responsible for lost or stolen property.

I have read, understand and agree to comply with the foregoing agreement as outlined and/or provided to me regarding the use of the Public Meeting Room(s) at Station 71, located at 232 East Wapato Avenue Chelan, WA. Failure to comply with said agreement may result in the termination of use and denial of future requests to use the facilities meeting room(s).

Date	**Responsible Person**

Meeting Date:_____ **Time Period:**_____

Agency Name:_____

Responsible Party:_____

Address:_____

Telephone:_____ **Number Attending:**_____