



CHELAN FIRE AND RESCUE

PUBLIC USE OF STATION MEETING ROOMS Standard Operating Guideline 140

Division: Administration

SOG - 140

REVISED: 11/26/2019

ISSUED BY: Chief Donnell

REFERENCE: None

1.0 POLICY:

- 1.1 **Policy 140: Public Use of Station Meeting Rooms:** It shall be the policy of Chelan Fire and Rescue to encourage interaction with the public through education, prevention and the use of the public meeting rooms located at our facilities.

2.0 SCOPE

- 2.1 This Administrative Guideline applies to all public group(s), individual and members of Chelan Fire and Rescue that submit to use a meeting room in fire district facilities.

3.0 DEFINITIONS:

- 3.1 None

4.0 GENERAL

- 4.1 The needs of Chelan Fire and Rescue and other fire and EMS related functions have priority for use of the meeting room(s) and may displace groups that have been previously approved to use the facility.
- 4.2 The meeting room(s) may not be scheduled for more than **90 days** in advance, without special approval of the Fire Chief or his/her designee.
- 4.3 Chelan Fire and Rescue encourages the public, local government and community groups and private citizens to utilize the facility.
- 4.4 Chelan Fire and Rescue under RCW 42.17.130 does prohibit the use of public offices, meeting rooms and/or other parts of Chelan Fire and Rescue facilities for campaign purposes and/or candidates forum.
- 4.5 Chelan Fire and Rescue reserves the right to refuse the use of our facilities for any reasonable purpose at the Fire District's discretion.

- 4.6 Meeting rooms must be scheduled in advance through the Administrative Office staff at Fire Station 71 during normal business hours Monday – Friday 8:00 a.m. to 4:00 p.m. Scheduling is done on a first come first served basis.
- 4.7 Hours of use are 8:00 a.m. to 9:00 p.m., including clean up. The person scheduling the meeting is responsible for any set-up needed and for cleanup afterwards. The user is responsible for any and all damages associated with the use of the facility.
- 4.8 The fire district provides; the facility, chairs, tables and use of the white board and projection screen.
- 4.9 The room’s capacity is 75 people. The room’s capacity may not be exceeded.
- 4.10 Smoking is prohibited in the building. The Smoking in Public Places law also prohibits smoking within 25 feet of entrances, exits, windows that open and ventilation intakes that serve enclosed areas where smoking is prohibited.
- 4.11 No alcoholic beverages/controlled substances are allowed on fire district property. Loud music, live music and dancing is not permitted.
- 4.12 Meeting room users are restricted to the meeting rooms, entry hall and adjoining rest rooms. Persons wishing to visit other parts of the station must be accompanied by station personnel at all times.

5.0 GUIDELINES

- 5.1 Contact the Administrative Office to schedule the meeting room. The approved reservation is to be logged into the fire district Outlook Calendar.
- 5.2 A Facility Use Agreement form must be completed and submitted prior to use.
- 5.3 The responsible party will need to arrive early for orientation if they have not previously used the specific room requested. Upon arrival at the station, contact the station officer or administrative staff for this information.
 - 5.3.1 The responsible party will receive a briefing and confirm that they understand what security actions need to be taken if the station crew is called away on an emergency.
 - 5.3.2 The responsible party shall insure that meeting participants do not enter areas other than public areas unless accompanied by fire district personnel.
- 5.4 The responsible party shall clean the room, which includes, making sure all trash is disposed of, and tables are washed and returned with the chairs to their original location.
- 5.5 Coffee, donuts, soda and other light snacks are acceptable.

6.0 APPENDIX:

6.1 Appendix 01: Public Meeting Room Guidelines and Facility Use Agreement