



CHELAN
FIRE and RESCUE
P.O. Box 1317, Chelan, WA 98816
509-682-4476
Chelan7.com

Facility 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. The agreement must be submitted a week prior to the room being used. If not received, your scheduled date will be canceled.
- Confirmation of receiving the agreement will be sent via email prior to the date of the scheduled meeting.
- All reservations are made through the Administrative Office staff at Fire Station 71 during regular business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.
- Meeting rooms may not be scheduled for more than **90 days** in advance.
- The room may only be used for the time allotted.
- Approved reservations will be accepted on a first-come, first-serve basis.
- The Fire District has the right to cancel your scheduled room usage in case of an emergency or to conduct district business.

User Responsibilities

- The user/agency/person is responsible for the proper set-up of chairs, tables, and equipment as needed.
- The user/agency/person shall appoint a person responsible for being present for the entire meeting.
- User/agency/person responsible for room use 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.
- The user-responsible person shall ensure 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/agency/person are responsible for damages and/or other costs associated with their use of the facility.
- Please report any of the above if you are unable to perform the tasks.

Equipment:

- Whiteboards and projection screens may be used. **ONLY** use dry-erase pens on the whiteboards.
- Use of mounted department TVs, 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.
- No animals/pets are 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, and street parking is recommended. You may use the parking slots at the west end of Wapato next to the fire station. Utilizing the Napa Auto parking area is prohibited.

Contact Information:

- Fire Station 8-5 M-F: 509-682-4476 Karla Mendoza or Misty Fifield
- After Business Hours: 509-745-6336 Duty Crew

As You Leave:

- Meeting room tables and chairs should be put back in the order they were found.
- All trash receptacles in the room should be emptied before departure.
- Users are responsible for cleaning the room up after use and disposing of waste as needed.
- Users are responsible for checking the restrooms to ensure cleanliness.
- Please report any of the above if you are unable to perform the tasks.

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 the user or any other person which arise from or in any other manner grow out of any action or omission on or about the said facility by requesting user/person/agency, its agents, guests or employees in the execution of this agreement including any and all expenses, legal or otherwise incurred by Chelan Fire and Rescue or their representatives in defense of any suit or claim. Chelan Fire and Rescue is not responsible for lost or stolen property.

I have read, understood, 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 facility's meeting room(s).

Date	Responsible Person	Signature
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Meeting Date: _____ **Time Period:** _____

Agency Name: _____

Responsible Party: _____

Email Address: _____

Telephone: _____ **Number Attending:** _____