

COMMUNITY / TRAINING ROOM RESERVATIONS

POLICY

- A. The Community Room is available for use daily between the hours of 9:00 a.m. to 9:00 p.m.
- B. The Community Room may be booked in four (4) hour increments but shall not exceed four (4) hours in any 24 hour period.
- C. **ALCOHOL AND TOBACCO PRODUCTS ARE NOT PERMITTED ON THE PREMISES.**
- D. No cooking is allowed in the Community Room.
- E. The maximum number of persons allowed in the Community Room shall not exceed 30.
- F. Fundraising, sales, tuition, admission or any other type of fees may not be charged either at the time of the event or as a pre-paid condition to cover admission to the event.
- G. The Community Room will not be used for commercial or political purposes. Meetings for the advertising, promotion or sale of products, services, memberships, programs etc. are not allowed. (The Fire Chief, or his designee, may make individual exceptions) The Community Room may not be used for any type of political campaigning, distribution of political campaign literature, etc.
- H. The Community Room and restroom are the **ONLY** public access areas. **NO INDIVIDUAL WILL BE ALLOWED IN THE NON-PUBLIC AREAS OF THE FIRE STATION UNLESS PREVIOUS TOUR ARRANGEMENTS HAVE BEEN MADE.** Youth or children's groups must be supervised at all times by responsible adults and sponsors of the activity.
- I. The Fire Department provides 3-4 tables and approximately 12 chairs. Any additional supplies needed must be brought by the group using the room. The Fire Department will **NOT** provide equipment, refreshments, ice, extra chairs, refrigerators/coolers, copying services, phones, etc.
- J. Equipment, supplies, or personal effects may not be stored or left in the room after use. Equipment requiring voltage other than 110 volts will not be permitted.
- K. Set-up and arrangement of furniture, as well as, cleaning of the room following a booked event is the responsibility of the person making the reservation. No physical changes are allowed except for rearrangement of the furniture.
- L. Nothing shall be attached to the walls or hung from the ceilings.
- M. The Fire Department accepts no liability or responsibility for any damage to persons or property arising from the use of the Fire Department facilities.
- N. The Fire Department shall reserve the right to deny the use of the facilities to any organization, group, or individual that willfully misuses, abuses, or damages same.
- O. Failure to comply with these rules may result in the suspension of privileges. Charges will be levied to the reservation maker for any damage based upon actual repair or replacement. Applications may be rejected and previously granted permission withdrawn for violation of the Fire Department rules and regulations.

PROCEDURES (Next Page)

A. Reservations shall be made on a first-come first-serve basis and **must be made in person by a Bartlesville resident**. Each reservation must be made between 9 a.m. and 5 p.m. at the Fire Station, in person, no more than thirty (30) days in advance of the event. At least 24 hours notice is required for booking a room.

B. In order to make the rooms available to more residents, the rooms may be reserved for no more than four events per month by the same group.

C. At the end of the event, the room will be checked for cleanliness and damages. All tables and chairs shall be stacked and placed against a wall. Large amounts of trash shall be taken to an on-site dumpster.

D. The person making the reservation is expected to be present during the entire booked event and will be personally liable for any and all damages that should occur. If the room is not clean at the conclusion of the event, the Captain on shift will report it to the Fire Department Administration.

E. Event parking at Station #3 is in the rear. You will need to walk around to the **FRONT**. Station #4 has parking on the side. **NEVER** park in the fire station driveways! ****** ENTRY WILL ONLY BE ALLOWED THROUGH THE MAIN FRONT ENTRANCES. ******

F. Fire station tour requests shall be made **AT THE TIME OF THE RESERVATION**.

G. If the firefighters are gone from the station on an emergency when you arrive, you will have to wait for their return to gain entry. The Fire Department cannot control when an emergency may arise.

H. Use of the Fire Department facilities by the Fire Department, city boards and commissions, and city personnel with official business shall take precedence over such other uses, even if an event has been scheduled. The person signing the request will be notified as soon as possible, if possible, to make other arrangements.

PLEASE REMEMBER, our city firefighters LIVE IN THIS STATION 24 hours at a time. This is their home. They work, eat, sleep, and shower here. Please respect their privacy as you would in anyone else's home.

(CUT HERE)

NAME AND CONTACT #

ADDRESS

PURPOSE OF EVENT

DATE AND TIME OF RESERVATION

TOUR REQUEST? Y N

CAPTAIN SIGNATURE, TIME AND DATE: _____
(Issued 01/09/2009)