



## **Application for Use of North County Regional Fire Authority Meeting Rooms**

### **1. The North County Regional Fire Authority offers the use of its certain public meeting rooms to the community for non-commercial use:**

As an extension of its mission to serve the community, the North County Regional Fire Authority welcomes the community's non-commercial use of its meeting rooms for educational, cultural, intellectual, recreational, civic, governmental, social, political, or charitable meetings, workshops, lectures, entertainment, and other uses pertaining to the welfare of the community. Use of the meeting room is limited to noncommercial organizations.

### **2. Community Room use is made available on an equitable basis:**

Space is made available for use by the public on equal terms, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

### **3. The North County Regional Fire Authority does not endorse the activities or viewpoints of those using its Community Rooms:**

Publicity for meetings or programs being held in city meeting rooms will clearly state the North County Regional Fire Authority does not endorse the activities or viewpoints of the groups presenting the event. If the North County Regional Fire Authority sponsors or cosponsors a meeting or program this will be clearly stated in the publicity of the event.

### **4. North County Regional Fire Authority sponsored or cosponsored meetings or programs have priority on Community Rooms availability:**

The remaining Community Room space is made available on a first-come, first-served basis.

### **5. The North County Regional Fire Authority requires completed registration before Community Room use:**

Registration includes a signed agreement on forms to be provided by the North County Regional Fire Authority that the group will abide by all North County Regional Fire Authority policies and procedures.

### **Use of Community Rooms**

North County Regional Fire Authority (NCRFA) offers its community rooms for non-commercial use only.



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Non- Commercial use is defined as groups or individuals that receive no commercial benefit by using a Community Room. Meetings or programs must not require payment to enter, but passive solicitation of donations and fund-raising activities for non-profit groups are acceptable. Meetings or programs do not have to be open to the public.

Commercial use is defined as groups or individuals that receive a commercial benefit by using a Community Room. This may include active solicitation of donations, charging admission fees, offering money-making activities or promoting a commercial business. Meetings or programs do not have to be open to the public.

The use of community meeting rooms may not be used to further the election or defeat of any candidate for public office or to support or oppose any ballot proposition.

### Reservations

- You must be 18 years old to reserve a room.
- Reservations are not valid until the Fire Authority Meeting Room Registration form has been approved.
- Rentals will be on a first come first serve basis with a maximum of one-year advance reservations. No City facility may be rented by the same individual, group or entity or individual who is a member of such group or entity more than twelve (12) times in any calendar year.
- You can reserve a room in one of the following ways:

**Phone:**

360-629-2184

Monday - Friday, 8 a.m. - 5 p.m.

**In Person:**

Fire Station 99, 8117 267<sup>th</sup> St NW

Monday - Friday, 8 a.m. - 5 p.m.

### Using the Community Rooms

- Meeting rooms are generally available for use Monday through Friday.
- Users are responsible for room set-up and take-down. Rooms must be left in their original configuration.
- Food and beverages are welcome. Meeting room users must furnish their own dishes, utensils, paper products, and kitchen equipment, and remove



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them at the conclusion of the meeting. Trash should be properly disposed of in the receptacles provided and the kitchen left clean. Users are responsible for the care and condition of any equipment being used and must clean all equipment used.

- If NCRFA sponsors or cosponsors a meeting or program this will be clearly stated in the publicity of the event.
- No activity may be undertaken in the community meeting rooms that disrupt the normal operation or use of the facility, such as activities that involve disruptive levels of noise, odors, etc.
- NCRFA facilities are smoke and tobacco free. No alcoholic beverages, tobacco, or drugs shall be allowed.
- Use of candles or any other type of open flame is not allowed.
- Audiovisual (AV) equipment may be available upon request at Fire Station 99. Other meeting rooms do not have AV equipment available. Items and equipment may not be stored in the meeting room.
- All community meeting room users must complete a NCRFA form agreement and permission must be granted by the public works director or designee.
- Users agree to be responsible for compliance with all federal, state and local laws, rules and regulations in regards to activities conducted, sponsored on or about the facility. Users understand the city may not discriminate nor endorse discrimination in the use of its facilities. Users must agree not to discriminate against any person on the grounds of race, religion, creed, color, national origin, sexual orientation, marital status, disability, age or other basis governed by state or federal law in the conduct of its activities while on or about the facility.
- Individuals or groups who complete the Fire Authority Meeting Room Registration agreement form agree to pay for damages to the facility and/or loss of city property within the facility resulting from the user's negligence.
- Organizations that engage in severe or repeated violations of meeting room policies, library regulations, or civil laws shall be banned from further use of the community meeting room.

### **INSURANCE & LIABILITY**

Users planning high risk activities, as determined solely by the fire chief, will be required to provide proof of general liability insurance and must acknowledge



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responsibility that they will hold NCRFA harmless from any and all claims by any person(s) arising from use of the facility and anticipation in the host's planned activities.

When insurance is required, the applicant has **three options**:

1. Purchase insurance through One Beacon Entertainment, or similar insurer, at <http://www.onebeaconentertainment.com>
2. Purchase private insurance.
3. In the case of contracting with a vendor, securing insurance through the vendor.

All groups who provide insurance shall provide NCRFA with a certificate of insurance naming NCRFA, its officers, agents, employees and elected officials as additional insureds as respects the use of the NCRFA facility. The insurance limits and coverages shall be as required by the NCRFA.

### **Cancellation**

- Cancellation of community room reservations are made to the NCRFA Administrative Assistant.



# APPLICATION FOR USE OF NORTH COUNTY REGIONAL FIRE AUTHORITY MEETING ROOMS

FACILITY TO BE RENTED

DATE(S) REQUESTED

RECURRENCE (weekly, monthly, yearly)

START  
TIME

END  
TIME

TOTAL NUMBER  
OF HOURS

NUMBER OF  
PEOPLE EXPECTED

(Be sure to include set-up, break-down, and clean-up time in requested hours)

ADDITIONAL INFORMATION

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## APPLICANT/ORGANIZATION INFORMATION

CONTACT PERSON

NON-PROFIT ID #

STREET ADDRESS

STREET ADDRESS LINE 2

CITY

State

Zip code

E-mail address

PHONE

TYPE OF ACTIVITY

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REVISIONS AND CANCELLATIONS: Changes in reservation date must be made according to the Fire Authority Meeting Room Use and Reservation Policy and Procedures. Accommodations will be made whenever possible.

USE AGREEMENT: The applicant/undersigned hereby agrees to the following:

1) The applicant/organization hereby makes application to North County Regional Fire Authority for use of the Fire Authority meeting rooms described above and certifies that the information given in the application is true and correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules/regulations and policies/procedures of North County Regional Fire Authority.

2) The applicant/organization will not exclude anyone's participation, deny anyone benefit, or otherwise subject to discrimination because of the person's race, color, religion, national origin, age or disability at anytime during the use of Fire Authority meeting rooms.

3) The applicant/organization will exercise the utmost care in the use of Fire Authority meeting rooms and hold North County Regional Fire Authority harmless from all liability resulting from the use of facilities.

4) The applicant/organization agrees to release, indemnify and forever hold harmless North County Regional Fire Authority, its commissioners, officers, directors, employees, volunteers, agents and representatives from all liability claims, losses, damages, or expenses (including attorney's fees and costs) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect resulting from the applicant/organization's admittance or activities at the meeting room described herein.

5) The applicant/organization agrees to reimburse North County Regional Fire Authority for any damage arising from the applicant's use of it's facilities.

6) The undersigned will be considered the responsible party on behalf of the applicant/organization in case of damage, theft, or disturbances during the use period.

NAME (print name)

DATE

SIGNATURE

I have read and understood the *Application for Use of North County Regional Fire Authority Meeting Rooms*