

Fire Authority Building Usage Guideline

Below are the general guidelines and fee structures for Fire Authority building usage requests for meetings, activities and events subject to certain requirements. Each can be modified at the discretion of the Fire Chief or Authority Board of Directors.

No fee will be charged for Public Safety/Health or other government organizations. Caucus and Homeowner meetings with a stipulation if there is no food or drinks will not be charged.

No use of station meetings rooms (41-42-45) on weekends or before 8:30 am or after 4:30 pm.

- Fees: Station 41 & 45 Conference Room, Sta. 44 Meeting Room, Sta. 43 Meeting Room:
 - Up to two hours - \$50.
 - For each additional two-hour increment, an additional \$50 will be charged.
- Fees for: Station 42 & Station 45 Training Room:
 - Up to two hours - \$125.
 - For each additional two-hour increment, an additional \$125 will be charged.
- It is expected that you leave the space as you found it. If the space is not left in the condition it was found, by signing this contract, Roaring Fork Fire Rescue Authority has the right to bill you for all incurred costs to restore the space back to how it was found. We also reserve the right to deny future requests.
- All Authority meetings, trainings or use during incidents has priority over any use if in conflict.
- User are required to receive training from a qualified staff member on the approved uses of Authority equipment. An appointment must be made in advance of use during normal business hours to become familiar with our equipment, Tech support is not provided during your event as part of this agreement.
- The purpose and/or mission of the requested use must not be for profit.
- No political meetings can be held on Fire Authority property.
- Alcohol is **not** permitted anywhere, indoors or outdoors, on Fire Authority property.
- Requests must be made at a minimum of 1-week in advance.
- Payment for meeting room usage must be received after approval of use and submitted with this form.
- Removal of any trash and recycle required by user of the space

DETAILS ABOUT THE MEETING SPACES:

	Station 42 Classroom	Station 45 Classroom	Station 45 Conference	Station 43	Station 44
Available Hours	8:30am to 4:30pm	8:30am to 4:30pm	8:30am to 4:30pm	Day & Evening	Day or Evening
Occupancy Limit	75	65	20	N/A	N/A
Kitchen Access	Yes	Yes	N/A	Yes	Yes
Podium/Projector/Sound System	Yes	Yes	Yes	N/A	N/A
TV Monitor	Yes	Yes	Yes	Yes	N/A
Laser Pointer	N/A	N/A	N/A	N/A	N/A
Video Conferencing	Yes	Yes	Yes	N/A	N/A
White Board	Yes	Yes	Yes	Yes	Yes

HOW TO RESERVE THE MEETING SPACES:

- RFFR programs and events will have first priority for the use of the meeting spaces.
- Non-Authority events are scheduled on a first come, first served basis.
- Any group seeking to use the meeting spaces (hereinafter “User”) is required to sign this agreement and present the Fee established for each and every meeting space reservation.
- The reservation will not be considered complete until the associated Fee is collected.

EXCLUSIONS, EXCEPTIONS, INDEMNITY:

The Fire Authority provides no liability or other insurance to cover expenses that may come up for individuals attending a scheduled event.

The Fire Authority assumes no responsibility for loss or damage to equipment or items brought into fire stations or any liability that might arise through the use of the meeting spaces.

Signed _____ on this day, _____, of _____
 (Date) (Year)

Print Name _____

Organization _____

Email _____ Phone # _____