

<b>Campbell County Fire Department Policy</b>		
General/Administration	<i>Community Room – Fire Station 1</i>	<i>102.06</i>

**I. PURPOSE:**

The purpose of this policy is to define the appropriate use of the Community Room located at Fire Station #1.

**II. SCOPE:**

This policy applies to all persons utilizing the Community Room to include; fire department members, other agencies, private companies and civilians.

**III. POLICY:**

1. The Community Room located on the first floor of Fire Station #1 is available for use to the department and the general public. Fire Department events have priority over all other uses. Priority events include, but are not limited to; staff meetings, board meetings, and auxiliary meetings.
  
2. Guidelines:
  - 2.1. The Community Room is available for use five (5) days a week (Monday through Friday) from 6:00 a.m. through 6:00 p.m. excluding holidays
  
  - 2.2. Approval is granted for a single meeting or a brief series of meetings lasting no longer than one week.
  
  - 2.3. Room reservations will be accepted no more than six months in advance.
  
  - 2.4. The meeting room is designed for changing events open to diverse groups and cannot be reserved exclusively for long-term exhibition or display purposes.
  
  - 2.5. Priority for room reservations is granted to CCFD personnel.
  
  - 2.6. Groups are encouraged to view the room prior to making a reservation to assure that it conforms to the use desired.
  
  - 2.7. Light refreshments may be served provided that the room is left in a clean condition and users supply their own utensils and paper supplies.
  
  - 2.8. No alcoholic beverages or smoking is allowed in the building or on CCFD grounds.
  
  - 2.9. Damage resulting from room use will result in immediate cancellation of all current reservations, and future reservations will not be allowed.

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- 2.10. There is no fee for the use of the Community Room. However, users will be responsible for repairs or replacement costs in the event there is damage to any furniture, carpet, or electronic equipment. Professional cleaning costs will be the responsibility of the user if the room is left in poor condition.
- 2.11. A representative of the organization is required to complete and submit a Community Room Agreement Form at least one week prior to the requested usage date.
- 2.12. CCFD is not responsible for accidents, injury, or loss while using the meeting room.
- 2.13. There is a limited amount of tables and chairs. Users are responsible for their own set-up and for returning the room to its original configuration.
- 2.14. Users should plan to provide their own electronic equipment. CCFD equipment will not be made available to the public. In addition, CCFD employees will not be available to provide technical or other types of support for events held in the Community Room.
- 2.15. CCFD staff will not take telephone calls or messages for people attending meetings. Attendees should use break times to make phone calls or make other arrangements for contacts.
- 2.16. Room reservations can be arranged by contacting a CCFD staff member at Fire Station One at 106 Rohan Avenue Monday through Friday from 8 a.m. to 5 p.m.
- 2.17. These policies are subject to change at the sole discretion of the Campbell County Joint Powers Fire Board.
- 2.18. The room must be used in accordance with these rules. Any use other than that specified on the agreement will result in the immediate cancellation of all current and future reservations.
- 2.19. CCFD and the Campbell County Joint Powers Fire Board reserve the right to refuse service to any group, type of activity, or individual.