

Campbell County Fire Department Policy		
General/Administration	<i>Volunteer Room – Fire Station 1</i>	<i>102.07</i>

I. PURPOSE:

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

II. SCOPE:

This policy applies to all fire department members utilizing the Volunteer Room.

III. POLICY:

1. The Volunteer Room located on the second floor of Fire Station #1 is available to use for fire department events only. These events include, but are not limited to:
 - 1.1. Business meetings
 - 1.2. Officer meetings
 - 1.3. Special committee meetings
 - 1.4. Other fire department functions
2. Scheduling:
 - 2.1. The Campbell County Fire Department administrative staff will maintain the use schedule for the Volunteer Room.
3. Prohibited Activities - The following activities are not allowed in the Volunteer Room:
 - 3.1. Public Meetings
 - 3.2. Non-profit group events
 - 3.3. Non-fire department events
4. The Community Room and the Alan Mickelson Fire Training Center are available for these activities.
5. Clean-up:
 - 5.1. Persons using the Volunteer Room are responsible for the clean-up of the room. This includes; placing room back to its original configuration, removing any trash, removing any items brought in for the event, and vacuuming if necessary.