


Campbell County Fire Department Policy		
General/Administration	<i>Community Room Use – Fire Station 1 and Station 9</i>	 102.06

PURPOSE:

The purpose of this policy is to define the appropriate use of the Community Room located at Fire Station 1 and Station 9.

SCOPE:

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

POLICY:


A. The Community Room is available for use by the fire department and the general public. Fire Department events take priority over all other uses. Priority events include, but are not limited to the following: staff meetings, board meetings, and auxiliary meetings.

B. Guidelines:

- a. The Community Room is available for use five (5) days a week (Monday through Friday) from 7:00 am through 7:00 pm at Station One and 8:00 am to 5:00pm for Station 9, excluding holidays (weekends are available for CCFD members only).
- b. Approval is granted for a single meeting or a brief series of meetings lasting no longer than one week. Requests for series' of meetings lasting longer than one week will be considered by the Fire Chief on an individual basis.
- c. Room reservations will be accepted no more than six months in advance.
- d. The meeting room is designed for a variety of events and diverse groups and cannot be reserved exclusively for long-term exhibition or display purposes.
- e. Priority for room reservations is granted to CCFD personnel.
- f. Groups are encouraged to view the room prior to making a reservation to assure that it conforms to the use desired.
- g. Light refreshments may be served provided that the room is left in a clean condition and users supply their own utensils and paper supplies.
- h. No alcoholic beverages or smoking is allowed in the building or on CCFD grounds.

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- i. This room is not to be used for “hands-on” training or classes. This type of class should be scheduled elsewhere
- j. 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.
- k. Unresolved damage resulting from room use will result in the immediate cancellation of all existing reservations, and the offending person or group will not be allowed to make room reservations in the future.
- l. 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. Forms are located at the front desk.
- m. CCFD is not responsible for accidents, injury, or loss while using the meeting room.
- n. There is a limited amount of tables and chairs available for use. Users are responsible for their own room set-up and for returning the room to its original configuration.
- o. 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.
- p. 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.
- q. Room reservations can be arranged by contacting a CCFD staff member at Fire Station One at 106 Rohan Avenue Monday through Friday from 8:00 a.m. to 5:00 p.m.
- r. These policies are subject to change at the sole discretion of the Fire Chief.

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- s. 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.
- t. The room may not be used for an event which directly financially profits the organization, business or individual.
- u. CCFD reserves the right to refuse service to any group, type of activity, or individual.

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