



District Meeting Room Reservation Request for Non-District Groups

Division: Administrative

Scope: ALL USERS

CENTRAL KITSAP FIRE & RESCUE

FORM #1016

Central Kitsap Fire and Rescue (CKFR) provides limited public access to Station 56's Training Room to eligible community groups ("Non-District Groups"). Meeting room reservation requests by Non-District groups are subject to availability and review. This form request and guidelines is used in accordance with Board of Commissioners (BOC) Policy 1-03 and other related policies pertaining to using CKFR facilities.

To submit a reservation request, Non-District groups are **required** to complete and submit a **District Meeting Room Reservation Request Form**, having read and met eligibility requirements and guidelines. This form may be submitted to info@ckfr.org, in-person to our admin office location, or if available, requests can be made through our website (www.ckfr.org).

Non-District Group Eligibility Requirements

Non-District Groups must meet the following requirements to reserve our meeting room:

- ☐ Qualified Non-District Group: Groups booking the room must either be a community-based group, non-profit organization, or government agency.
- ☐ Approved Meeting Activities: Use of CKFR facilities are limited to meetings or free training events. Parties, recreational activities (e.g. BBQs, parties, crafts), for-profit business/solicitations, fundraisers, or sales presentations are **not** permitted.
- ☐ Reservation Time Limits: Meeting room(s) may be reserved for up to four (4) hours and should be reserved up to thirty (30) days in advance.
- ☐ Policy Compliance: Non-District Groups must comply with BOC Policy 1-03, District Meeting Room Guidelines, and any other relevant policies pertaining to the use of District facilities.

Meeting Room Reservation Request Form

Section 1 – Contact Information

Full Name (First & Last) _____

Personal Address _____

Phone Number _____ Email _____

Organization Name _____

Organization's Address _____

Section 2 – Booking Details

Booking Date _____ Start Time _____ End Time _____

of Attendees _____ Meeting Duration _____

Provide a brief description of the meeting purpose and/or activities:





Central Kitsap Fire and Rescue

District Meeting Room Guidelines

Use of Central Kitsap Fire & Rescue's district meeting room(s) available for public use is offered to outside government agencies, community-based groups, and non-profit organizations, when available. Noncompliance with these guidelines may result in immediate removal from our facilities and loss of future meeting room use privileges.

1. Station 56 Training Room: Occupancy load is 30 people; there are 18 parking stalls (plus 2 handicapped) available outside the main entrance.
2. Parking: Parking shall be allowed in designated areas only. There shall be no parking in designated employee parking areas during regular business hours, or in "Fire Zone" marked areas.
3. Open Hours: Hours of use are 8:00 a.m. to 9:00 p.m. at Station 56. District facilities shall be closed and secured by 9:30 p.m.
4. Issued Keys: Approved users must obtain a front door key at our Administration building location, no more than two (2) business days prior to their meeting room reservation, between 8:00 a.m. and 3:30 p.m., Monday through Friday. You will not be allowed into the station without a key.

Keys must be returned by noon the day following use to the Administration reception desk or placed in the secure night drop box to the left of the front entry of the Administration building. A rekeying fee of \$300.00 will be charged for any key lost or not returned.

5. Designated Areas: Use of facilities for Non-District groups are restricted to the reserved District meeting room and designated restroom areas only; all other areas are off-limits. You may not prop open any doors as it is against fire code.
6. Prohibited Items & Conduct: Alcohol, controlled substances, open flames, profane language, boisterous conduct, gambling, and animals (except service animals) are not permitted on fire department premises.
7. Smoking: Smoking and vaping are only permitted outside the main entrance, more than 25 feet away from the building. Smoking and vaping is not allowed inside any District building.
8. Supervision of Children: Children shall be supervised at all times by responsible adults charged with their supervision.
9. Compliance with Laws & District Orders: Users shall comply with all Federal, State and Local laws and adhere to any instructions given by the District's on-duty officers.
10. Furniture & Equipment: Tables and chairs are available for use. Supplies and equipment will not be supplied by the District.
11. Cleanup & Damages: Users are responsible for setup and tear-down; do not drag tables and chairs across the floor. Users are expected to return the room to its original condition after the meeting, and in clean condition. Cleaning supplies should be in cabinets under the sink. Any soiling/damage of carpet, walls, floor, and/or furnishings shall be reported to Fire Department personnel immediately by the representative of the group using the room. If personnel are not available, call the Administration office, (360) 447-3550, and leave a message stating the particulars of the damage.
12. Decorations: Materials of any kind or nature shall not be taped or otherwise attached to walls, floors, or ceilings of District facilities. The use of glitter in District facilities is prohibited.
13. Food & Beverages: Finger foods (e.g. cookies, sandwiches, pizza) and non-alcoholic beverages are allowed. Hot dishes that require to be heated are not allowed.
14. Securing & Closing Facilities: Please turn off District meeting room lights and make sure the main door is locked upon leaving the building.
15. Safety Responsibilities: The representative(s) for a group using District facilities shall take all reasonable and necessary steps to ensure the safety of the facility and individuals in attendance.
16. Cancellations: Should the room be needed for Fire District operational needs, this reservation may be canceled at any time, and you will be called by a District representative.

