

Multi-Purpose Room (MPR) Guidelines

Division: ADMINISTRATIVE

Scope: ALL USERS

CENTRAL KITSAP FIRE & RESCUE

FORM #1016B

*Use of Central Kitsap Fire & Rescue's MPR's available for public use is offered to outside government agencies, community-based groups, and non-profit organizations, when available. **Those not adhering to these guidelines will be asked to leave and will lose the privilege of future MPR use.***

1. **Station 41:** MPR occupancy load is **40 people**; there are **20 parking stalls** available in the upper lot two handicapped stalls available near the apparatus doors. **Members of your group may not park in the lower lot.**
Station 56: MPR occupancy load is **30 people**; there are **18 parking stalls** (plus 2 handicapped) available outside the main entrance.
2. Parking shall be allowed in designated areas only. There shall be **no parking in employee parking** areas during regular business hours, or in "Fire Zone" marked areas.
3. Hours of use are 8:00 a.m. to 9:00 p.m. at Stations 41 and 56. After 9:30 p.m. each said facility shall be closed and secured.
4. Approved applicants **must** obtain a front door key at the Administration Building, no more than two (2) business days prior to use of a facility's meeting room, 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 drop box at the front entry of the Administration building. A rekeying fee of \$300.00 will be charged for any key lost or not returned.**
5. Use of a facility is restricted to MPR's and restroom areas only; **all other areas are off-limits.** You may not prop open any doors as it is against fire code.
6. Alcohol, controlled substances, open flames, profane language, boisterous conduct, gambling, and animals (except service animals) are not permitted on fire department premises.
7. Smoking and vaping is 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. Children shall be supervised at all times by responsible adults charged with their supervision.
9. Users shall comply with all Federal, State and Local laws and adhere to any instructions given by the District's on-duty officers.
10. Tables and chairs are available for use. Supplies and equipment will not be supplied by the District.
11. 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 are located 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. Materials of any kind or nature shall not be taped or otherwise attached to walls, floors, or ceilings of a facility's MPR. The use of glitter in the meeting rooms is prohibited.
13. Finger foods (e.g. cookies, sandwiches, pizza) and drinks are allowed. Hot dishes are **not** allowed.
14. Please turn off MPR lights and make sure the main door is locked upon leaving the building.
15. The representative(s) for a group using a facility's meeting room shall take all reasonable and necessary steps to ensure the safety of the facility and individuals in attendance.
16. 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.

