



PUBLIC MEETING ROOM GUIDELINES and FEE SCHEDULE

Meeting Room Purpose:

- The primary purpose of SWFA meeting rooms are for the furthering the mission of the fire authority which includes but is not limited to education and training of fire authority members; meetings held for and by the fire authority including open public meetings for the purpose of conducting fire authority business.
- Secondary purpose of SWFA meeting rooms are to further SWFA’s positive impact upon a healthy community by allowing the use of their public rooms to neighborhood and not for profit groups to meet to conduct not for profit activities.
– **FREE ROOM USE**
- A supplemental purpose of SWFA meeting rooms shall be allowed on a limited activity basis on a fee for use schedule to commercial and for profit groups for the specific intent of training staff in work place safety or other health and safety related items such as CPR classes, equipment safety operation and portable fire extinguisher use, as examples. - **\$50.00 PER DAY USE**

Fire Authority Approval

- The Fire Chief, or his/her designee, will review and approve all meeting room requests.
- Approved reservations will be accepted on a first-come, first-serve basis.
- If a cancellation must occur, the applicant shall notify the fire authority as soon as practical.
- South Whatcom Fire Authority reserves the right to deny or cancel the use of its facilities when it is deemed that persons or property might be endangered and/or when the activity in any way might be prejudicial to, or not in the best interest of, the fire authority and the citizens of South Whatcom Fire Authority.

Available Hours

Monday-Sunday: 8:00 AM – 9:00 PM

NOTE: Fire authority functions and emergency needs may take priority over public room use and reservations.

Room Capacity

Station 18 (Chuckanut): 686 Chuckanut Dr.	Capacity: 75
Station 21 (Geneva): 4518 Cable St.	Capacity: 75
Station 22 (Sudden Valley): 2050 Lake Whatcom Blvd.	Capacity: 49
Station 29 (W. Lake Samish): 705 W. Lake Samish Dr.	Capacity: 49

User Responsibilities

- A responsible adult over the age of 18 shall be present at all times. If children are present, they must be supervised at all times.
- Noise levels shall be kept to a minimum.
- Meeting room doors must be kept closed while conducting meetings during normal business hours at staffed facilities.
- The conduct of all meetings will be respectable and well-governed.
- The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations.
- Upon completion of a meeting outside of normal business hours, close and lock all entry doors.
- No group may consider the South Whatcom Fire Authority its permanent meeting place, or use the fire authority as its mailing address, and all requests shall be within a 60 day time period to the reservation requested.
- If the fire authority's audio-visual equipment is to be used, applicants must notify staff when booking the room, so that training can be arranged prior to the meeting room use.

Prohibited Activities

- Use of fire authority department facilities for commercial, fundraising, or religious activities is prohibited unless activity meets applicable fee schedule (excludes SWFFA Association events).
- Fire authority facilities shall not be used for private or public political activities.
- Alcohol, tobacco, and drugs of any kind are not permitted in any facility or on any fire authority property.
- No animals/pets are allowed in meeting rooms except for service animals.

Food and Beverages

- All refreshments and drinks shall be consumed inside the meeting room.
- All food, drinks, and spills shall be cleaned up and deposited into proper receptacles.
- Any spill that is not able to be cleaned up, shall require notification to the office staff during normal business hours, or the on-duty station crew (if available).

Equipment Use

- Audio-visual equipment (projector and speakers) is available for public use, provided that training on the equipment use has been received by the applicant.
- Meeting room users are responsible for bringing a laptop or other device compatible with the audio-visual equipment on-site.
- Fire authority copiers, printers, and other equipment are off-limits for public use.

Damages

- Users are responsible for any damage to South Whatcom Fire Authority property and will be assessed the cost of repair and any associated staff time.
- The applicant is responsible for any property loss or damage incurred during use of the facility. Fire authority staff will inspect the facility and determine any damages or cleaning costs associated with the room use.

Liability

- South Whatcom Fire Authority shall not be held responsible for any injury to persons or loss or damage to personal property in the use of its facilities.
 - South Whatcom Fire Authority reserves the right to deny or suspend usage by any group that does not abide by the stated guidelines.
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****APPLICANT TO COMPLETE****

I have read and understand the conditions for room use. Any violation of these rules may preclude future use of the meeting room by the individual or organization.

_____/_____
Signature Printed Name Date