

***Welcome to the***  
***Coos Bay Fire Department Training Room***

We are very proud of this facility and are pleased to be able to offer you the use of our Training room. Please help us keep this looking new.

**Training Room Rules**

If you use it, you are responsible to:

- Clean up after use, including catering items.
- Wipe tables with a damp rag when necessary.
- Put all trash in the garbage.
- Push the chairs and tables back the way you found it.
- Erase the white board.
- Turn the lights, computers and projector machine off.
- Do not attach anything to walls, doors, etc.
- No smoking or alcoholic beverages are allowed anywhere on Fire Department grounds.

Note: This room has a Smart board® on the wall by the entrance. It is the board that is closest to the entrance. Please do not use dry erase pens or any other marker on this board.

We do not have a custodial service to clean between meetings, so your attention to these simple details will be appreciated by the next user. The cleaning supplies are located in the cabinet above the desk top computer.

Thank you,  
Coos Bay Fire Department

# ***Coos Bay Fire Department Training Room Use Agreement***

The Coos Bay Fire Department training room is available without charge for use by **local not-for-profit groups** engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

Permission to use the training room does not constitute an endorsement by the City of Coos Bay or the Coos Bay Fire Department of a program or point of view expressed. Training room use shall not be publicized in such a way as to imply City of Coos Bay or the Coos Bay Fire Department sponsorship. All publicity is the responsibility of the group, and must clearly identify the sponsoring organization.

Coos Bay Fire Department programming is given priority, but outside groups will be scheduled on a first come-first served basis. Each group will be expected to abide by the policy and rules of use as established by the Fire Department. The Fire Department reserves the right to withdraw approval for any group misusing the room or for failure to abide by the policy and rules listed below.

## **General Rules for Training Room Use**

- Groups authorized to use the training room must provide information and program services to all persons without regard to race, age, color, national origin, religion, gender, or physical challenges.
- The Fire Department will not provide storage space and assumes no responsibility for equipment or personal articles belonging to users or their guests.
- Users must supply their own meeting supplies.
- Use of the training room for political campaigning is not permitted.
- The user accepts financial liability for damage to Fire Department facilities and/or loss of Fire Department property.
- The Fire Department retains the right to monitor all meetings conducted on the premises to ensure compliances with its regulations.
- Groups must not exceed the posted capacity of 49 persons in the training room.
- Smoking and/or alcoholic beverages are not allowed anywhere on Fire Department grounds.
- No cooking is allowed. Food and beverages are limited to snacks and/or refreshments only.
- Meetings need to be conducted in such a way as not to disturb Fire Department operations.

## Maintenance/Housekeeping

- Individuals or groups using a room are responsible for furniture set-up, and clean up after use.
- Each group has access to the room only during the time reserved for its meeting. Coming in early, staying over time, interrupting others meeting in the space or adjacent space is prohibited.
- Groups using the meeting room need to end their meeting early enough as to allow time for clean-up, restoring the room the way they found it etc.
- Each user is responsible for setting up the room and for leaving it in a clean, neat and orderly condition.
- Each user is responsible for restoration or repair of any and all damage caused directly or indirectly by use of the library building and/or equipment.
- The user needs to inform participants of the locations of fire/emergency exits and must adhere to fire and safety regulations of the facility.

## Reservations

- The training room is available for use between 8:00 am to 8:00 pm, Monday through Friday.
- The room may not be reserved by any group for more than twice a month or more than 3 months in advance.
- If cancellations or changes in the reservations become necessary, the Fire Department needs to be notified as early as possible.
- The Fire Department reserves the right to cancel training room reservations.

By your signature you are acknowledging that you have been given a copy of these rules and will abide by them.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Contact # \_\_\_\_\_