

## MAPLE VALLEY FIRE DEPARTMENT MEETING ROOM USAGE

### **REMINDERS:**

- 1) 55 Cup Coffee Pot is available for use.
- 2) All supplies must be provided by user:
  - A Coffee
  - B Coffee Cups
  - C Cream/sugar
  - D Napkins
  - E Spoons/Coffee stirrers
- 3) Light snacks such as donuts, muffins or cookies may be served in room. No meals will be allowed to be served in the room without prior authorization.
- 4) **All trash receptacles in room must be emptied before departure.**
- 5) **All tables, chairs, and other equipment must be cleaned and returned to original configuration and/or returned to storage area.**
- 6) Meeting room must be **vacuumed** before leaving. The vacuum is stored in the storage area.
- 7) Any damage to room and/or furnishings must be reported to Station Officer immediately.
- 8) A door monitor may be necessary to provide security/access if Fire crews are out of the Station.
- 9) No alcoholic beverages/controlled substances are allowed on Fire Station property. Smoking is prohibited in **all** meeting rooms.
- 10) All room occupancy levels are clearly posted and will be adhered to by the Station Officer. If a meeting begins to exceed the allowed number of people, no one else will be allowed to enter.

Thank you,  
Maple Valley Fire & Life Safety  
(425) 432-0200

## USE OF FIRE STATION PUBLIC MEETING ROOM PROCEDURES

Normal usage hours for meeting rooms are: 8:00 AM – 9:00 PM. Other usage hours will need to be cleared with Fire Administration.

Requesting agency/person appoints a responsible person who will be present for the entire meeting.

### **Must bring the Facility Use Agreement to meeting.**

No room may be booked for usage more than 30 days in advance. Rooms will be obtainable on an “as available” basis, but must be requested at least a minimum of 48 hours in advance.

Agency using room agrees not to affix anything to wall or ceiling except with approved masking tape.

Responsible party arrives early for orientation if they have not previously used the specific room requested.

### **If children are present, they must be supervised at all times and must stay within the meeting room.**

Be prepared for possible delays if the station crew is out at emergencies. (Please be patient. However, you may call (206) 423-9774 and request the Battalion Chief after extended delays.

Requesting agency is responsible for proper set-up of chairs and tables, and assures all equipment will be properly cleaned and stored prior to leaving. Clean room and dispose of waste as needed.

Only those agency personnel who have been directly trained by the station crew may use the meeting room audio/visual equipment and systems.

Never use any white board markers other than those provided by the Fire Department personnel.

Contact station crew if any equipment malfunctions. They will report it to the appropriate personnel.

Under no circumstances shall users attempt to reprogram, remove or repair department equipment or systems in the meeting room.

Users shall insure their personnel will maintain facility security during and after the meeting.

Responsible person receives briefing and understands what security actions need to be taken if the station crew is called away on an emergency.

Responsible person shall insure that meeting participants do not enter areas other than public areas unless accompanied by a Maple Valley Fire and Life Safety firefighter.

Requesting agency shall accept responsibility for any damage or extraordinary costs as a direct result of their use of the facility.

No alcoholic beverages/controlled substances are allowed on fire station property. Coffee, donuts, soda and other light snacks are acceptable. However, service of food beyond that level will require special permission.

Smoking is prohibited in all meeting rooms.

There shall be no animals/pets allowed in the meeting room except for guide dogs.