



MAPLE VALLEY FIRE & LIFE SAFETY

Appendix 01 AG 43-1117 Facility Use Agreement

PUBLIC MEETING ROOM GUIDELINES

The needs of the Maple Valley Fire Department and other fire and EMS-related functions have priority for use of the meeting room.

Hours of Use

Daily 8:00 a.m. to 9:00 p.m.

Room Capacity: 64

Fees for Use:

Community-oriented, open to the public,

Local Civic Groups

\$ 0.00

Private Groups

\$25.00 for the first 2 hours

\$15.00 each additional hour

Commercial Groups

\$50.00 per hour

To Reserve a Meeting Room

- A *Facility Use Agreement* form must be completed and submitted prior to use.
- All submissions and reservations are made through the Administrative Office staff at Fire Station 80 during normal business hours Monday – Friday 8:00 a.m. to 4:00 p.m.
- Meeting room may not be scheduled for more than 30 days in advance.
- Approved reservations will be accepted on a first-come, first-serve basis.

User Responsibilities

- 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.
- Be prepared for possible delays if the station crews are out at emergencies. Please be patient. However, you may call (206)423-9774 and request the Battalion Chief after extended delays.
- Requesting agency/person appoints a responsible person who will be present for the entire meeting.
- Responsible party arrives early for orientation if they have not previously used the meeting room. This will include what security actions need to be taken if the station crew is called away on an emergency.
- Children are to be supervised at all times and must stay within the meeting room.
- Do not affix anything to the walls or ceiling except with approved masking tape.
- Contact station crew if anything is broken or damaged.

- Users shall insure their personnel will maintain facility security during and after the meeting.
- Responsible person shall insure that the meeting participants do not enter areas other than public areas unless accompanied by Maple Valley Fire & Life Safety personnel.
- Requesting agency shall accept user responsibility for any damage or extraordinary costs as a direct result of their use of the facility.

Equipment:

- The audio/visual equipment is not for public use. Use of the white boards and projection screen is permitted. Only pens provided by the fire department are permitted to be used on the white boards.
- Under no circumstances shall users attempt to reprogram, remove or repair department equipment or heating/air conditioning in the meeting room.

Prohibited Activities:

- No Alcoholic beverages/controlled substances are allowed on fire station property.
- There shall be no animals/pets allowed in the meeting room except service dogs.
- Smoking is prohibited in the building. The Smoking in Public Places law also prohibits smoking within 25 feet of entrances, exits, windows that open, and ventilation intakes that serve enclosed areas where smoking is prohibited.

Food and Beverage:

- Coffee, donuts, soda and other light snacks are acceptable.

Parking:

- Parking is limited due to available space. Only park in the provided painted stalls along the east side of the building where the entrance to the lobby is located. If additional parking is needed, the Park and Ride lot is available within walking distance north of Station 81 at the intersection.

As You Leave:

- Meeting room must be vacuumed before leaving. The vacuum is stored in the storage area.
- All trash receptacles in the room must be emptied before departure.



Maple Valley Fire & Life Safety Facility Use Agreement

Fax: (425) 413-2040

Use of Fire Station Public Meeting Rooms Policy

It shall be the policy of the Maple Valley Fire & Life Safety (MVFLS) to encourage interaction with the public through education, prevention and the use of the public meeting rooms located at Fire facilities.

The purpose is to promote positive and cooperative relationships with the public, private sector and other agencies. It is also intended that the quality, care and security of these facilities will be maintained to a high standard out of respect for the public dollars entrusted to us to develop these facilities. All assigned equipment shall remain in the facility (chairs, projectors, etc.).

The person/agency utilizing public meeting rooms at Maple Valley Fire Stations will adhere to the procedures as outlined in the Public Meeting Room Guidelines.

The requesting person/agency shall indemnify and hold harmless the City of Maple Valley and/or King County Fire Prot. District # 43, their elected and appointed officials, their employees and agents from and against any and all claims, demands, suits, actions, payments and judgments as a result of injury or death of any person or property damage to any property sustained by user or any other person which arise from or in any other manner grow out of any action or omission on or about said facility by requesting person/agency, it's agents, guests or employees in the execution of this agreement including any and all expenses, legal or otherwise incurred by the City, KCFPD #43 or their representatives in the defense of any suit or claim. The City of Maple Valley/King County Fire Protection District #43 is not responsible for lost or stolen property. I also understand that all City of Maple Valley ordinances apply to this use application.

I have read, understand and agree to comply with the foregoing Policy and Procedures as outlined with attachments of this agreement regarding use of the Public Meeting Room at Station #81, located at 22225 SE 231st ST. Maple Valley, WA. Failure to comply with said Policy and Procedures may result in denial of request for use of facilities.

_____ **Date** _____ **Responsible Person**

Meeting Date: _____ **Time Period:** _____

Agency Name: _____

Responsible Party: _____

Address: _____

Telephone: _____ **Number Attending:** _____

FILE NAME:
