



REGULATIONS FOR USE OF THE FIRE STATION COMMUNITY ROOM (Reference, City of Kirkland Facility Use Policy)

1. It shall be the policy of this Department to allow the use of the Community Rooms in Fire Station 22 at 6608 108th Avenue NE, and Station 26 at 9930 124th Avenue NE when such a use does not interfere with the Fire Department's operations. This use is intended for local groups in our community.
2. All reservations must be made by application. Application must be completed and submitted by a responsible adult (at least 18 years of age), no less than one (1) week in advance and no more than six (6) months in advance. Each use will be approved individually. Alcoholic beverages, marijuana, and other unlawful drugs are prohibited at all Fire Stations.
3. Smoking (including E-cigarettes) is not permitted in any indoor area.
4. Party or social activities at the Fire Stations will not be allowed. No gambling is allowed. Boisterous conduct is prohibited. Animals will not be allowed in the building unless they are seeing eye dogs.
5. Use of the community room by groups for election or campaign purposes is prohibited. The facility will not be used for a fund-raising event where admission is charged. The facility will not be used for non-fire Department groups who charge a fee of the people who attend or who would use the facility for merchandise promotion.
6. The community room will be for adult groups or children's groups with adequate adult supervision. A recommended ratio is one (1) adult to every five (5) minors. Groups are to be no larger than the allowed occupancy load posted.
7. Any person(s) failing to comply with the established City Rules and Regulations or violating any federal, state, or local laws or regulations may be required to leave the facility and premises. No refund will be granted. This shall include overcrowding of the posted maximum capacity for the room in use.
8. Only music incorporated in presentations is allowed (i.e. no live music).
9. Only light snacks and refreshments are allowed at Fire Stations.
10. Posting on Walls/Use of Markable Surface
 - a) Post-It type meeting facilitation products are allowed on walls.
 - b) Only markers specifically for white board surfaces, where available, are allowed.
11. Decorations are not allowed.
12. No open flames, such as lighted candles, are allowed.
13. No foreign substances may be applied to the floors, walls, or other surfaces.
14. No rice, birdseed, confetti, etc., is permitted in the community rooms or on surrounding sidewalks and parking lots.
15. The applicant/group using the multipurpose room will be responsible for leaving the premises clean, garbage removed and for all breakage and damage arising from the use of the facility.
16. Parking is restricted to marked parking spaces only. No parking on the apron in front of the bay doors, engine bay doors must be kept clear at all times.
17. Use of Equipment
 - a) Each community room has an inventoried set of tables and chairs available for use. Applicant is responsible for arranging tables and chairs for their specific purpose and returning the tables and chairs to their stored or original location/configuration.
 - b) Equipment beyond tables and chairs cannot be made available.

- c) Tables and chairs are to be used indoors only and only for the specific use for which they are intended. At no time should anyone stand on tables or chairs; or sit on tables.
- d) There are no community rooms available for storage of equipment or material used for meetings.

18. The fire department retains the right of approval or disapproval of the application.

19. Fire stations do not have phones for public use.

20. Any person(s) failing to comply with the established rules and regulations, constituting a public nuisance, or violating any federal, state, or local law or regulation may be required to leave the facility and premises. All arrangements shall be subject to the forgoing regulations concerning the use of the facilities.

21. Groups using the facility cannot have access to the facility before 7:00 a.m. and must terminate and leave the facility by 10:00 p.m.

I _____ (please print name)

acknowledge I have read and understand the Regulations for use of the Fire Station Community Room.

Date _____

Signature of Applicant _____