



**RESERVATIONS/APPLICATIONS RULES FOR THE USE  
OF FIRE STATION COMMUNITY ROOMS  
(Reference, City of Kirkland Facility Use Policy)**

1. It shall be the policy of this Department to allow the use of the Community Room in Fire Station 22 at 6608 108th Avenue NE, and Fire Station 26 at 9930 124<sup>th</sup> 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. Online 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. Meetings will not be approved on a regularly pre-scheduled on-going basis. Each use will be approved individually, except those for Fire Department use.
3. All applicants must be at least 18 years of age or older and **must** be present throughout the entire period of use of the facility.
4. Use of the fire stations is limited to one reservation per month by any one group.
5. The Community Room at Fire Station 22 is available Monday through Sunday from 7:00 a.m. to 10:00 p.m. The Community Room at Fire Station 26 is available Monday through Sunday from 6:00 p.m. to 9:30 p.m. The community rooms are also available for use on City observed holidays.
6. Hours of use must include time needed for delivery of supplies and cleanup.
7. Damage/keycard deposit for Fire Station use is required at time of approved application.
8. Application approval will be provided via email. The Fire Department/City reserves the right to deny any Fire Station request at the Fire Department's/City's discretion; provided, however, that Fire Department/City denials will not be made based solely on subject matter or express content, except as noted in the Rules and Regulations.
9. Approved reservations cannot be transferred, assigned, or sublet without prior written approval of the Fire Department/City.
10. The City reserves the right to amend fees and charges as deemed necessary. Previously approved reservations will not be affected by new rates.
11. Cancellations/Refunds
  - a) In the event that cancellation of an approved reservation is necessary, it is the applicant's responsibility to provide immediate written notification of such intent to cancel use.
  - b) Cancellations will only be accepted from the applicant (the person who signed the reservation application), and not from anyone else acting in their behalf. This policy is designed to prevent the unauthorized cancellation of an event.
  - c) Damage deposits will be fully reimbursed when the keycard is returned and if cleanup is acceptable and no damage is noted to the facility, equipment, or appliances. Allow three (3) to four (4) weeks for returns of the deposit refund. Keycards will be returned between each room use.
  - d) If it becomes necessary for Fire Department/City activities, or in the event of an emergency when it is necessary for the safety or in the best interest of the Fire Department/City or attendees, the Fire Department/City reserves the right to cancel or reschedule any use of facilities. In such cases, the Fire Department/City will provide a full refund of all fees and deposits paid and make every effort to find alternate space within the city system. Otherwise, the Fire Department/City will provide a written explanation for any amounts not refunded.