

City of Bozeman Fire Station 3 Community Room Usage Policy

The City of Bozeman Fire Station 3 Community Room is available for meetings and functions associated with the City of Bozeman, local government entities, groups dedicated to the promotion of civic, cultural, educational and informational needs of the community and local businesses. The Community Room is the primary location of Bozeman Fire Department training and education. Preference will be given to the Bozeman Fire Department for all training and education needs.

Scheduling

Availability of the Community Room is on a first come, first served basis. Residents, groups or members of groups that have an affiliation with the City of Bozeman will be able to use the room. For groups not affiliated with the City, use will be determined on a case by case basis and subject to availability.

Reservations

The Community Room is available for use Monday - Sunday, 8:00 a.m. – 8:00 p.m.

1. Reservations are required for Community Room use.
2. Reservations are accepted up to three (3) months in advance of the meeting date. Accommodations can be made for reoccurring meetings.
3. Reservation times must include the group's setup and cleanup time.
4. Reservations must be requested by a member of the interested organization who is 18 years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Fire Department.
5. Groups must vacate the room by the time specified in their reservation.
6. Groups may not assign their reservation to another group.
7. Groups who would like to cancel their reservation must notify the Fire Department Administrative Assistant at 406-582-2350, Monday – Friday, 8:00a – 4:00p
8. The Fire Department reserves the right to preempt or cancel meetings, if an emergency arises. If this occurs, reasonable effort will be made to promptly contact the group (via phone or e-mail) and reschedule the reservation.

Community Room Rules

Groups using the Community Room are subject to the following rules, regulations, and policies. Failure to comply may result in the use or future use of the facility being denied.

1. Certain activities will not be allowed in the Community Room. They are as follows:
 - Political fundraising or campaigning activities.
 - Religious services.
 - Meetings that could potentially interfere with the functions of the Fire Department and/or its users because of noise or other factors.
 - Classes or demonstrations involving the use of hazardous materials and/or weapons.

2. Use of the Community Room does not constitute City or Fire Department sponsorship or endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.

3. The Community Room is a non-smoking facility. Smoking is not permitted in the building or on Fire Department property.

4. Alcoholic beverages and drugs are not permitted. Furthermore, no persons under the influence of alcohol or drugs shall be allowed on the premises.

5. The capacity of the Community Room is 36 persons. In the interests of fire protection and safety, attendance at meetings must be limited to this number which includes children and infants.

6. Adult sponsors/chaperones must attend meetings where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. Adult sponsors/chaperones shall be responsible for compliance with this policy, the behavior of the group and its activities.

7. Children must be supervised at all times and no user may use the Community Room solely for babysitting purposes.

8. Groups using the Community Room must provide for their own room setup, clean up and/or custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance. Supplies and equipment must be stored off premises.

9. No physical changes are allowed in the Community Room except for the rearrangement of furniture. Nails, tacks, tape, etc. and the hanging, tacking, and/or posting of flyers, signs, and/or posters on the walls, doors, shades, or windows are prohibited.

10. The Community Room must be left clean and in good condition. Failure to leave the facility in proper order will result in denial of future requests to use the room and subject the user for the cost incurred for cleaning.

11. Only service animals are allowed in the Community Room.

12. Groups using the Community Room are only to use the Community Room, vending machines and restrooms located in the hall.

13. The Fire Department reserves the right to limit or prohibit future use of the Community Room by groups that have caused damage to the room, carpet, equipment, furniture, or that have caused a disturbance in the Fire Department and/or failed to comply with the established rules.

Cleaning

The Community Room DOES NOT SUPPLY CLEANING SUPPLIES. Individual groups are responsible for bringing their own cleaning supplies. There is a vacuum in the room that is available for use.

The following items must be cleaned after every use of the Community room:

1. All tables and chairs wiped down with a disinfectant cleaning agent and returned to their original position.
2. Carpet vacuumed.
3. Sink and counter area cleared of debris and wiped down with a disinfectant cleaning agent.
4. Clean rest rooms (sink, toilets, garbage, floors, etc.)
5. All trash removed from the Community Room and restrooms and placed in the dumpster on the South side of the building or taken with a member of the group. (please remove the trash bag from the can OUTSIDE in case it is leaking)

6. White board erased and clean.
7. Window shades must be placed in the up position.
8. Turn off all lights.

If there is damage to the carpet (spills or staining that will not come out after cleaning attempts) or broken furniture please report the damage to the fire department station officer. If the officer is not in the station, please contact the on-duty Battalion Chief at 599-1068.

Once the room is cleaned and back in order the fire department station officer shall be notified. If the station officer is on an emergency call, he / she will inspect the room upon returning. If there are problems found upon returning they will notify the on-duty Battalion Chief who will attempt to contact the user to discuss.

Parking

Public parking spaces for the Community Room are located only on the West side of the building by the flag pole. Additional parking is available on Vaquero Pkwy. Please do not block driveways or approaches for emergency vehicles entering or exiting the station. The back lot is reserved for Fire Department employees only.

Fees

There is a \$30 fee for use of the room. For non-profit organizations the fee is \$15 for use of the room. Non-profits must present a copy of their 501-C3 when making the reservation.

The City of Bozeman and the Bozeman Fire Department are not responsible for loss of or damage to personal property or the personal injury to persons attending an event in the Community Room.

Any damage to the room that requires repair or additional cleaning shall result in the user being billed for those services.

I have read and understand the above and acknowledge receipt of the Information, Closing Up, and Cleaning Checklist.

Signature: _____

Address: _____

Phone: _____

Fee Amount: _____ Cash _____ Check # _____

