



# North Whidbey Fire and Rescue

Telephone: 360-675-1131

Fax: 360-675-0762

[www.nwfr.org](http://www.nwfr.org)

Email: [Office@nwfr.org](mailto:Office@nwfr.org)

## Facilities Rental and Use Agreement

Request for Fire Station # \_\_\_\_\_ Located at \_\_\_\_\_

Group Requesting Use \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
(Street Address, City, State, Zip)

Dates(s) Desired \_\_\_\_\_ Day(s) of Week \_\_\_\_\_

Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Type of Activity \_\_\_\_\_

Is there a charge for attending? \_\_\_\_\_ How much per person? \_\_\_\_\_

**YOUR RESERVATION IS NOT CONFIRMED UNTIL YOU RECEIVE A COPY OF THIS**

**AGREEMENT INDICATING YOUR REQUEST HAS BEEN APPROVED AND ALL**

**RENTAL CHARGES HAVE BEEN PAID.**

If a key is required, it must be returned to the District Office by the next business day. Failure to return the key will result in a \$75.00 key charge.

In case of cancellation please notify the District Office 360-675-1131

**WHEN USING THE BUILDING YOU MUST HAVE THIS FORM WITH YOU.**

**POLICY: 01-09 PUBLIC USE OF MEETING ROOMS**

**POLICY:** Under certain restrictions and in compliance with all applicable legal regulations, District meeting rooms will be made available for public use when such utilization will not conflict with District operations.

**PURPOSE:** To set guidelines for the use of the District’s meeting rooms for the benefit of the District and the community it serves

**RENTAL RATE:** 4 Hours or less-\$0.00. 4-8 Hours-\$50.00. More than 8 Hours-\$75.00. Rent is calculated on a per day basis, and a deposit of \$50.00 may be required.

**SCOPE:** Non-profit groups operating within District boundaries and certain public safety agency partners of the District who wish to utilize the District’s meeting rooms.

**DEFINITION:** Guest organization(s): Any non-District agency or organization that may use District meeting rooms.

**EVENT:** Any public social gathering or activity (meeting, training, etc).

**PROCEDURE:** The District has meeting rooms at the following locations:

**3. Requesting Station Locations:**

<p><b>Taylor Station 22</b>  <b>Daytime use ONLY until 6:00pm</b>                  3440 Taylor Rd                  Oak Harbor, WA                  360-679-2105</p>	<p><b>Silver Lake Station 23</b>                  847 Silver Lake Rd                  Oak Harbor, WA                  360-675-6222</p>
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- 3.1. Requests for use of District meeting rooms by guest organizations shall be in writing on the Facility Use Agreement Form.
- 3.2. All meeting room scheduling is to be coordinated through the administrative office.
- 3.3. Payment for rooms will be made at the time of the request.
- 3.4. Requests will be reviewed in order received and on a case-by-case basis.
- 3.5. Approval will not be granted for any event that may interfere with District operations.
- 3.6. Reservations for regular, recurring monthly events are limited to no more than **three (3) occurrences**. At which a new request **MUST** be submitted.
- 3.7. Regular, recurring weekly events will not be approved.
- 3.8. District functions pre-empt all other usage.
- 3.9. **THE DISTRICT RESERVES THE RIGHT TO CANCEL A RESERVATION IF THE ROOM IS NEEDED FOR ITS OWN USE. EVERY EFFORT WILL BE MADE TO GIVE ADEQUATE ADVANCE NOTICE.**

**4. Activities Allowed**

- 4.1. The District’s meeting rooms are only available for open, public events or partner agency training.
- 4.2. To be eligible for approval, meetings must be non-profit and non-political in nature and must be deemed appropriate in use and in the best interest of the District and the local community.
- 4.3. A full description of intended use shall be clearly stated on the Facility Use Agreement Form. The District reserves the right of final determination of the “appropriate use” concept.

**5. Restrictions**

- 5.1. Use of the facility is restricted to the meeting room, public restrooms, the parking lot, entrance, and lobby (i.e. guests shall not roam the facility without the guidance of District personnel and minors are not permitted on the premises without parental (or their designee’s) supervision at all times.
- 5.2. Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the guest organization. Failure to effectively manage this kind of behavior may result in loss of privileges.
- 5.3. No animals are permitted except for guide or assistance animals required by individuals with special needs.
- 5.4. Consumption of alcohol, use of tobacco products, or use of narcotics is strictly prohibited on District properties. Any violation of these policies may cause revocation of the guest organization’s privilege to use District facilities.

**6. Equipment**

- 6.1. District supplies and equipment (i.e. office supplies, copiers, printers, computers, audio visual projectors, etc) shall not be used for purposes not directly related to District business. Exceptions may apply and will be reviewed by the Chief or their designee on a case-by-case basis. A usage fee may be assessed. Such approval will be in writing.
- 6.2. Guest organizations are free to use their own materials, equipment, or furnishings, but are required to deliver and remove all such items at their own expense without damage to the facility or interference with District operations. Resources are not available for the storage of guest organization materials, equipment, or furnishings. Items left behind will be properly disposed of and may result in the assessment of a removal fee.

**7. Kitchen Use**

- 7.1. If the kitchen is used it must be left in a 100% clean condition, regardless of how it was found by the guest organization. Any coffee/food supplies found in the kitchen are for District use only.

**8. Parking**

- 8.1. Parking shall be restricted to designated PUBLIC PARKING areas only.
- 8.2. At no time will anyone who is not associated with the District park in the rear parking areas, in fire lanes or reserved parking spaces.

**9. Responsibility / Damages**

- 9.1. Tables and chairs may be rearranged to meet the needs of the group, but the facility shall be in the same condition and returned to order before the guest organization vacates the premises. Tables, chairs, or other items shall be returned to their original location.
- 9.2. If reasonable in volume, garbage may be disposed of in District receptacles.
- 9.3. Any large amounts of garbage or other debris must be removed from the premises, or at the expense of, the guest organization.
- 9.4. If facility use results in damage or the building is left in unsatisfactory condition, the contact person or guest organization may be invoiced for the cost of repair or replacement of damaged items and/or cleaning of the facility. The group may further be denied use of the facility on a temporary or permanent basis.
- 9.5. Cleaning fees are \$25 per hour with a one hour minimum.

We hereby agree to abide by the attached regulations and all other terms of this agreement.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_ Total Charge \_\_\_\_\_ Receipt # \_\_\_\_\_  
 Authorized District Representative