

## Meeting Room Use Policy

1. Normal usage hours for meeting rooms are **8:00 a.m. to 9:00 p.m.** Exceptions must be approved by the Chief Administrative Officer.
2. Room reservations cannot be made more than 30 calendar days in advance.
3. Use of meetings room is reserved for local, non-commercial organizations engaged in educational, informational, cultural, charitable or civic activities.
4. District facilities may not be used for outside fundraising, marketing, political rallies, seminars, parties or any commercial endeavor.
5. All functions must be free of charge to participants and open to the public. No exchange of money is allowed. This includes solicitation of donations or payment of registration or membership fees.
6. Groups who publicly announce their meeting must include a disclaimer in their announcement that states the use of Fire District facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by Woodinville Fire & Rescue.
7. **Be prepared for possible entry delays, should the station crew be out of quarters.**
8. Upon arrival, a representative of the reserving party must check in with station personnel. Similarly, the reserving party must make a reasonable effort to check out with the station personnel upon departure.
9. Groups must appoint a responsible person who will be present for the entire meeting. Children must be supervised at all times while on District property.
10. Meeting room users are prohibited from entering other areas of the building without a District escort.
11. Tables, chairs, whiteboard, and projection screen are available for use. No other equipment will be provided. It is the responsibility of the reserving group to set up the room according to the user's needs.
12. No food, tobacco products, alcohol, or controlled substances are to be consumed on the premises. Beverages must be in spill-proof or to-go type containers with lids.
13. Loud music, gambling and boisterous conduct are not allowed.
14. Pets, other than service animals, are prohibited.
15. Do not affix anything to the walls or ceilings.
16. Do not adjust thermostats or tamper with any equipment in the meeting room or storage area.
17. The group is responsible for leaving the room clean and properly secured, closing all doors and windows. Tables and chairs must be returned to the classroom set-up.
18. Use of the meeting rooms for District business will be given priority over other uses. Woodinville Fire & Rescue reserves the right to cancel a room reservation without notice, if deemed necessary.
19. Failure to comply with the above terms may result in denial of future reservation requests.