



SHORELINE FIRE DEPARTMENT PUBLIC MEETING ROOM GUIDELINES

The needs of the Shoreline Fire Department and other fire and EMS-related functions have priority for meeting rooms.

Thank you for selecting Shoreline Fire Department's meeting room for your meeting site. To ensure maintenance of our facility, the following guidelines have been prepared for use of the meeting rooms.

Hours of Use

Fire Department and City Business Hours:

- Monday-Friday: 8:00 a.m. to 5:00 p.m.

Public Use Hours:

- Monday-Friday: 5:00 p.m. to 10:00 .m.
- Saturday-Sunday: 8:00 a.m. to 10:00 p..

Room Capacity

Station 61	17525 Aurora Avenue North	Capacity: 60
Station 64	719 North 185 th Street	Capacity: 20
Station 65	145 NE 155 th Street	Capacity: 20

NOTE:

- Fire department activities, including programs presented by fire department staff or other organizations affiliated with the fire department have priority. During *public use hours*, when meeting rooms are not being used by the fire department, they are available for use by Shoreline citizens and organizations gathering to conduct non-profit, civic, cultural or educational-related activities.

Fees for Use, Excluding the City of Shoreline (*minimum 1-hour fee charge*)

Station 61	17525 Aurora Avenue North	\$20 per hour
Station 64	719 North 185 th Street	\$10 per hour
Station 65	145 NE 155 th Street	\$10 per hour

- \$100 *refundable* damage deposit
- \$100 lost key fee (that will be deducted from the damage deposit if needed)
- Meeting rooms are not considered reserved until the fees are paid. No cash or credit cards will be accepted. Please make checks payable to *Shoreline Fire Department*.

To Reserve a Meeting Room

- A *Public Meeting Room Agreement* form must be completed at least five (5) days in advance by contacting 206-533-6500 or downloading the agreement form from the department's website, www.shorelinefire.com.
- Meeting rooms may not be scheduled more than three months in advance.
- There is a limit of one meeting per applicant or organization per week, excluding the City of Shoreline.
- The Deputy Chief of Support Services will review and approve all meeting room requests.

- Approved reservations will be accepted on a first-come, first-serve basis.
- If a meeting has been cancelled, applicants shall notify the fire department at least five (5) business days in advance of the scheduled meeting.
- Shoreline Fire Department reserves the right to deny or cancel the use of its facilities when it is deemed that persons or property might be endangered and/or when the activity in any way might be prejudicial to or not in the best interest of the fire department and the citizens of Shoreline.
- Once the application has been approved and the required fees have been received, the applicant will be notified to pick up the key from the Front Desk staff at Fire Station 61, Headquarters, during normal business hours, 8:00 a.m.-4:30 p.m. For meetings scheduled for either Saturday or Sunday, the key may be picked up the preceding Friday during normal business hours. Keys must be returned to the key drop box at Station 61 at the conclusion of the meeting.
- If the department's audio visual or electronic equipment will be used, Station 61 only, applicants must receive training on its use prior to the meeting. Training shall be scheduled in advance to coincide with the key pick-up.

User Responsibilities

- A responsible adult over the age of 21 shall be present at all times. If children are present, they must be supervised at all times.
- Station 61 is the Headquarters business office. The noise level in the lobby area during business hours shall be kept to a minimum.
- Meeting room doors must be closed while conducting meetings during normal business hours.
- The conduct of the meeting will be respectable and well governed.
- The sponsoring group/organization will be responsible for the provision of any specific non-facility ADA required accommodations.
- Upon completion of the meeting, close and lock all entry doors.
- The key shall be returned to the key drop box at Station 61.
- No group may consider the Shoreline Fire Department its permanent meeting place or use the department as its mailing address.

Prohibited Activities

- **Use of fire department facilities for commercial, fundraising events or religious activity is strictly prohibited.**
- **Fire department facilities shall not be used for political endeavors.**
- Alcoholic beverages are not permitted in this facility or on this property.
- The use of tobacco products are permitted in the designated smoking area only.
- No animals/pets are allowed in the meeting room except for guide or service dogs.
- Use of hazardous materials is prohibited.

Food and Beverages

- All refreshments and drinks shall be consumed inside the meeting room.

Office Equipment

- Public groups and individuals who use the meeting room are guests to the Shoreline Fire Department, therefore no other areas or equipment are authorized for public use.
- Audio visual or electronic equipment is available for public use *provided prior training on its use has been received.*
- Office equipment such as copiers, printers, etc. is off limits for public use. Groups wishing to bring audio visual or electronic equipment in from another source must have prior approval.

Room Configuration/Cleaning

- Tables and chairs are available for your use. You are responsible for returning the meeting room to its classroom setup. The room shall be vacated by the ending time indicated on the room agreement.
- No decorations or application of materials to walls or floors will be allowed without the permission of the Deputy Chief of Support Services.
- Applicants are required to remove, at their expense, any rubbish, material, equipment, or furnishings not included with the *Public Meeting Room Agreement*.
- Counter tops and tables shall be cleaned. Debris shall be removed from the carpet.

As You Leave

- The responsible party shall ensure that all entry doors are locked and closed.
- The key shall be returned to and deposited in the key drop box located outside the front door of Station 61.

Damages

- Users are responsible for any damage to Shoreline Fire Department property and will be assessed the cost of repair and any associated staff time.
- The applicant is responsible for any property loss or damage incurred during use of the facility. Fire Department personnel will conduct a walk-through of the room before and after each meeting. The amount of any damage or additional cleaning costs necessary shall be determined by the department and presented to the group/individual using the facility. This determination shall be at the sole discretion of the Fire Department.

Liability

- The Shoreline Fire Department shall not be held responsible for any injury to persons or loss or damage to personal property in the use of its facilities.
- The Shoreline Fire Department reserves the right to deny or suspend usage by any group that does not abide by the stated guidelines.
- In the event of a disaster or other department emergency, use of the meeting room shall be cancelled without advance notice.

APPLICANT:

I have read and understand the conditions for room use.

Signature

Date

Please return this signed page with your completed *Public Meeting Room Agreement* form.

Applicant agrees not to discriminate against any person and will provide equal participation opportunities for all persons, regardless of sex, race, creed, color, disability, religion, ethnic origin, sexual orientation, or age.



SHORELINE FIRE DEPARTMENT

Public Meeting Room Agreement

The needs of the Shoreline Fire Department and other fire and EMS-related functions have priority for meeting rooms.

Name of Organization: _____

Purpose of Meeting: _____

Contact Person: _____

Person Responsible for Meeting: _____

Phone Number: _____

Fax: _____

E-mail: _____

Billing Name and Address: _____

FACILITY REQUESTED

- STATION 61 17525 Aurora Avenue North Capacity = 60
- STATION 64 719 North 185th Street Capacity = 20
- STATION 65 145 NE 155th Street Capacity = 20

DATE AND TIME

Single Use: Date: _____ Start Time: _____ End Time: _____

Weekly Use: MON TUE WED THUR FRI SAT SUN

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Monthly Use: MON TUE WED THUR FRI SAT SUN

Start Date: _____ End Date: _____

Start Time: _____ End Time: _____

Estimated # of Attendees: _____

Special Requests: _____

I understand and agree to the conditions of the attached Shoreline Fire Department Public Meeting Room Guidelines. I also certify that the information given is true and correct.

Signature: _____ Date: _____

FOR SHORELINE FIRE DEPARTMENT STAFF USE ONLY

Approved: Yes No Does not meet SFD guidelines

Fee Waived: Yes No

Department Signature: _____ Date: _____

The Shoreline Fire Department reserves the right to deny or suspend usage by any group that does not abide by the stated guidelines.

FOR SHORELINE FIRE DEPARTMENT STAFF USE ONLY

FEES (1-hour minimum charge)

Damage Deposit: _____ \$ 100.00 Payment Received By: _____
 Number of hours: _____ Check #: _____
 Station 61 - \$20/hr. _____ Date: _____
 Station 64 - \$10/hr. _____
 Station 65 - \$10/hr. _____
 Total Paid: _____ FEES WAIVED:

Comments: _____

KEY

Key Picked Up By: _____ Date: _____

PRE-MEETING WALK-THROUGH

No damage noted: Damage noted:

Comments: _____

Department Signature: _____ Date: _____
 Applicant's Signature: _____ Date: _____
 (if available)

POST-MEETING WALK-THROUGH

No damage noted: Damage noted:

If damage noted: Cost to Repair: _____ plus Staff Costs: _____
 List Damage: _____

Department Signature: _____ Date: _____
 Applicant's Signature: _____ Date: _____
 (if available)

FOR SHORELINE FIRE DEPARTMENT STAFF USE ONLY - after the meeting

Key Returned: Yes No
 Deposit Returned: Yes No Date Returned: _____ Amount: _____
 Deposit \$ 100.00 Via: In-Person
 Damage/Cost to Repair (minus) _____ U.S. Mail
 Staff Costs (minus) _____
 Lost Key Fee \$100 (minus) _____
 TOTAL TO BE REFUNDED _____
 TOTAL TO BE BILLED _____ Date Invoice Sent: _____ Amount: _____

If mailed, to whom: Name: _____
 Address: _____

Department Signature: _____ Date: _____