

## **1108 – CONFERENCE ROOM USAGE**

### **1108.1 PURPOSE AND SCOPE**

- To establish guidelines for non-departmental use of all El Dorado Hills Fire Department (EDHFD) Community Rooms located at Station 85 and Station 86 (Station 92 is not authorized for Community use) by groups unaffiliated with the Fire Department. Fire Administration is responsible for implementation of this policy and maintains and coordinates use of all Community Room facilities. Failure to comply with the provisions of this policy may result in denial of approval for use of the facilities, withdrawal of approval at any time without prior notice, and/or denial of future use of the facilities.
- The usage of the Fire Department Community Rooms does not constitute Fire Department endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited.

### **RESPONSIBILITY**

- All Personnel

### **PROCEDURE**

- 1) The EDHFD community room may be utilized at no charge, no deposit, and without restriction to the number of meetings yearly by the following organizations:
  - a) El Dorado County Government agencies, Fire Departments, Sheriff, CHP, Fire Safe Councils, CSD, Red Cross, APAC, Community Councils, and other emergency service organizations, etc.
- 2) The EDHFD community room may be utilized at no charge, with a deposit, and with restriction to a maximum of four (4) meetings yearly by the following organizations:
  - a) Recognized non-profit, community organizations may use the community room for meetings associated with public purposes. Users shall be El Dorado Hills based homeowners' groups; neighborhood associations; non-profit community groups or organizations that are open to the public; and public schools whose purposes are not related to fundraising or fee-related events.
- 3) Meetings must be booked by submitting a request form online at [www.edhfire.com](http://www.edhfire.com) in advance of requested meeting date. Please allow three (3) business days for confirmation. After the meeting date is confirmed, the meeting organizer must come to the Administration Office during business hours no sooner than the closest business day prior to the date of the meeting. The meeting organizer will be responsible for signing the usage contract, submitting

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a Security Deposit of one hundred dollars (\$100) in the form of a check, made payable to the EDHFD, and will be given a key for the office doors, if necessary. The applicant will be responsible for charges incurred if the key is not returned by the next business day or if the room has not been left in good order. A key return box is available at the Administrative Office if using the meeting room at Station 85. **Security deposit checks will be shredded after inspection of room and key return (if applicable).** Groups or organizations who incur excessive "No Show" bookings will be denied future use of the rooms. Groups who violate any of the restrictions set forth herein or violate usage rules promulgated from time to time shall be denied future use of the room.

- 4) Groups may not exceed the fire code occupancy: one hundred fourteen (114) people for Station 85 or twenty (20) people for Station 86.
- 5) The meeting room may be used for **official business purposes only**. Parties, social gatherings, fundraising, partisan political activities, religious and private business activities are excluded from the use of the meeting room. The room is not conducive to minor's activities or any use which involves or includes physical exercise, running, jumping, dancing, game playing, or similar activities, the nature in which might cause wear and tear to the furniture, fixtures, wall coverings, window coverings or floor coverings. EDHFD retains ultimate authority with regard to approval or rejection of any given use and reviews each event prior to authorization or final approval to ensure the safety of the use and that equipment and furnishings will not damage the facilities.
- 6) Fire Administration may cancel any approved use of the facilities at any time for any reason. If available, the Department will offer the use of another Department facility. **Fire Department use of all its facilities should at all times have higher priority than non-department use.** The Community Rooms are an integral part of the normal District operations. These rooms are routinely utilized by the District and affiliated entities for training, instruction, meetings, etc. Other uses are subject to cancellation or rescheduling at any time due to District requirements.
- 7) Groups, organizations, or individuals hereby agree that during the use of the facility, they shall not exclude any person from participation in, or deny anyone the benefits of their services or assets, or the use of the facility for reasons that would be in violation with any state or federal law.
- 8) The person requesting the use of a Community Room shall be the primary contact for the group, but the group itself will be held liable for compliance with all provisions contained in this Policy. If the primary contact cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. Subleasing of the facility is prohibited. The group or organization is responsible for maintaining the orderly conduct of all its guests/speakers, etc., by only allowing approved attendees admittance to the facilities

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informing the attendees of the rules by which they must abide ensuring compliance with the rules by all guests/participants, and being responsible for any damage to the facility and its contents. The group or organization must ensure that events are adjourned, and facilities vacated at the specified end time. Repeated end-time violations may result in the denial of further facility use. Tables and chairs are provided at no charge and must be returned to the configuration posted or returned to the original layout. Equipment, supplies or personal belongings of any group may not be stored in the community rooms.

- 9) Any decoration usage must be approved by the department prior to the use of the room. No decoration may be attached to painted walls or ceiling tiles. No decorations are allowed on the exterior of the building. Any use of decorations shall be that which will not leave any damage to walls of facilities and must be removed and properly disposed of. Telephone use (where available) is restricted to local calls only.
- 10) EDHFD does not provide usage of Laptops, Projectors, A/V Equipment, or Technical Support (unless otherwise allowed by the Fire Chief, or designee).
- 11) Food and beverages (non-alcoholic) are allowed in meeting facilities, however the room must be left clean, or a clean-up fee of one hundred and fifty dollars (\$150) will be assessed. No cooking is allowed unless expressly authorized in advance of the event. Consumption of alcoholic beverages and use of tobacco products are strictly prohibited on District property, unless otherwise permitted by the Fire Chief, or designee.
- 12) Groups shall promptly report any damage(s) done to the facility. Groups damaging furniture, carpeting or walls will be assessed a damage fee relative to the restoration cost. Repeated instances of failure to clean will lead to room charges and/or revocation of use privileges.
- 13) The EDHFD assumes no responsibility for loss or damage to personal possessions, equipment and materials used by user groups, individual attendees, their employees or volunteers, nor for any injury to any person as a result of, or in any way arising from, any given use of the facility.
- 14) Users must agree to indemnify and hold harmless the EDHFD against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The EDHFD is not responsible for theft or damage, nor will any storage space be provided.
- 15) Subject to the provisions regarding exercise of First Amendment rights, the EDHFD reserves the right to refuse or revoke permission for the use of meeting rooms to any group or individual whose activities, use or proposed use, endanger any property or person, or interfere with any other use of the property upon which the facilities are located, or of the facilities, at the sole and absolute discretion of the Fire Chief.