



## Eastside Fire & Rescue Facility Use Rules

Eastside Fire & Rescue (EF&R) provides meeting rooms as a public service when such use does not interfere with Agency operations. Organizations must be based in the EF&R service area (Issaquah, North Bend, Sammamish, Woodinville, Fire Districts 38 & 10, including Carnation). EF&R activities, including programs presented by Agency staff or other organizations affiliated with the EF&R, have priority.

- **Station meeting room hours: Every day: 9 AM – 9 PM**
- **Headquarters meeting room hours: Monday – Thursday: 5 PM – 9 PM; Friday – Sunday: 9 AM – 9 PM.**
- Reservations shall be accepted on a first-come, first-serve basis.
- For cancellation call 425-313-3200 within 24 hours of scheduled reservation.
- No audio/visual or computer equipment is provided.
- Do not adjust the heating/cooling system.
- Upon arrival, locate exits, fire extinguishers, restrooms, phones, first aid kits, etc., that may be used in the event of an emergency.
- Report any existing or new damage, stains, or non-functioning utilities while occupying the facility.
- Adult supervision must always be maintained over children while using the facility.
- Park in designated areas only. DO NOT park in front of apparatus bay doors or block emergency vehicle access.
- Report any injuries (regardless of severity) that happen while on the premises to an EF&R employee as soon as possible. If the crew is unavailable, call 911 to report emergencies. EF&R shall not be held responsible for any injury to persons or loss or damage to personal property in the use of its facilities.
- For the health & safety of others, please stay home if you're feeling sick.
- Keep noise minimal. Crews may be resting/sleeping.

### Upon Departure:

- Clean tables, chairs, and floors. Empty garbage into on-site dumpster.
- Return the meeting room to the same configuration and condition as you arrived. The room must be vacated by the ending time indicated on the room agreement.
- Ensure all entry doors are closed and locked.

### Prohibited:

- Arts and crafts
- Non-Agency groups charging admission/registration fees, advertising, selling, collecting donations, or exchanging of monies for any reason on EF&R property
- Commercial, profitable activity, fundraising, political and/or religious meetings
- Parties and physical/loud activities. (Examples: birthday parties, sport celebrations, movies, drama/play rehearsal, dance classes, self-defense, music troops or band activities)
- Affixing decorations/posters or use of markers on walls
- Animals other than registered service animals
- Smoking (or use of other tobacco products), marijuana, and alcohol
- Weapons

*Eastside Fire & Rescue reserves the right to approve or disapprove any reservation at any time. EF&R reserves the right to deny or suspend usage by any group that does not abide by the stated guidelines. 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. Submittal of a meeting room reservation request signifies understanding and agreement of the Facility Use Rules.*