



Eastside Fire & Rescue Facility Use Rules

Eastside Fire & Rescue provides meeting rooms as a public service, when such use does not interfere with Fire Department operations. Organizations must be based in the Eastside Fire & Rescue service area; *Issaquah, North Bend, Sammamish and Fire Districts 38 & 10, which includes Carnation*. Fire Department activities, including programs presented by fire department staff or other organizations affiliated with the fire department have priority.

Please ensure the Event Name includes the FULL name of the Organization (no abbreviations) and the FULL Event Details describing the purpose of the meeting and any activities that will be conducted. Reservations may be declined if information is not provided.

To ensure maintenance of the facilities, the following guidelines shall be enforced.

1. Meeting room hours are 9 a.m. – 9 p.m., 7 days per week. Headquarters meeting room hours are 5 p.m. – 9 p.m. weeknights, 9 a.m. – 9 p.m. on weekends.
2. Reservations shall be accepted on a first-come, first-serve basis.
3. If a meeting must be cancelled, please call and give 24-hour notice.
4. Commercial, profitable activity, fundraising, political and religious meetings are strictly prohibited.
5. It is prohibited for Non-Fire Department groups and organizations to charge a fee of the people who attend or who would use the facility; including but limited to, collecting donations, registration and/or admission fees.
6. No advertising, selling or monies shall be exchanged on EF&R property.
7. No parties and physical/loud activities. Examples; birthday parties, sport celebrations, movies, dance classes, self-defense, music troops or band activities.
8. No audio/visual or computer equipment is provided.
9. Adult supervision must always be maintained over children while using facilities.
10. Glitter and other crafts that are difficult to clean-up are prohibited.
11. Food and beverages are prohibited.
12. No animals are allowed, other than registered service animals.
13. Park in designated areas only. DO NOT park in front of apparatus bay doors or block emergency vehicle access.
14. Locate exits, fire extinguishers, restrooms, phones, first aid kits, etc., that may be used in the event of an emergency.
15. Do not adjust the heating/cooling system.
16. Clean tables, chairs and floors upon departure. Empty garbage into on-site dumpster. Do not affix decorations/posters or use markers on walls.
17. Return the meeting room to the same configuration and condition as you arrived. The room shall be vacated by the ending time indicated on the room agreement.
18. Ensure all entry doors are locked and closed upon departure.
19. Report any damage, stains or non-functioning utilities while occupying the facility.
20. Please 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.

21. Smoking is prohibited on the premises.

EF&R 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.