

Hot Sulphur Springs Parshall FPD (HSSP)

PUBLIC MEETING ROOM GUIDELINES

HSSP provides use of meeting rooms to the community as a public service. Groups using District facilities must not use advertising and publicity which implies that their programs are sponsored, co-sponsored or approved by HSSP, unless written permission to do so has been previously given to the group by the Fire Chief. Use of these meeting rooms does not constitute an endorsement by HSSP of a program or point of view expressed.

To ensure maintenance of our facilities, the following guidelines have been prepared for use of the meeting rooms.

Hours Public Facility Use Hours

- Monday - Thursday – Friday 8:00A-9:00P
- Tuesdays – Wednesday 8:00A-5:00P (1st, 2nd & 4th Tuesdays and 2nd Wednesday)
- Saturday-Sunday Closed to the public unless approved by the Fire Chief ahead of time

Headquarters Location:
286 E. Grand Ave
Hot Sulphur Springs, CO 80451

Mailing Address:
PO Box 45
Hot Sulphur Springs, CO 80451

Rooms Available for Public Use Standing Room Capacity: 30

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 HSSP citizens and organizations gathering to conduct non-profit, civic, cultural or educational-related activities. The District reserves the right to cancel facility reservations if the room is needed for District use. However, every effort will be made to provide reasonable notice to the reserving party.

To Reserve a Meeting Room

- The use agreement form must be completed and submitted to the Administration at least two weeks in advance of meeting date. The Fire Chief will approve/deny all request. DO NOT write on the calendar in the meeting room. Administration will take care of all scheduling on the calendar.
- Approved reservations will be accepted on a first-come, first-serve basis. Reservation is not valid until confirmed by a designated representative of the District.
- Groups or individuals wishing to hold meetings in a District facility must submit an application no more than six (6) months in advance of meeting date.
- Use of facilities is limited to three reservation per month by any one group or individual. However, there is no guarantee they will get to use it that many times in one month unless confirmed by the chief and again, HSSP has the right to cancel said date if needed.
- No group or individual may have more than three (3) meetings scheduled at any one time.
- If a meeting has been cancelled, applicants shall notify the fire department at least one (1) business day in advance of the scheduled meeting.
- HSSP 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 anyway might be **prejudicial** to or not in the best interest of the fire department and the citizens of the District.

User Responsibilities:

- A responsible adult over the age of 21 shall always be present. If children are present, they must always be supervised.
- The conduct of the meeting will be respectable and well governed.
- Upon completion of the meeting, make sure doors are securely closed.
- No group may consider HSSP its permanent meeting place or use the department as its mailing address.
- Guests must park in designated areas only. **DO NOT** park in front of apparatus bay doors or block emergency vehicle access. Public parking will be at least 4 spots to the west end of the parking lot, saving the closer in spots for responding personnel. Do not park on the side of the building next to the planters or in the front of the building. All violations will be subject to towing.
- Any person(s) failing to comply with the established rules and regulations, constituting a public nuisance or violating any federal, state or local laws or regulations may be required to leave the facility and premises.
- Door codes are NOT to be shared with anyone else except authorized leader given code for meeting. Any infraction of this rule will result in loss of all meeting room privileges in the future.

Prohibited Activities

- Use of fire department facilities for commercial activity, fundraising events or political endeavors is strictly prohibited.
- Alcoholic beverages are not permitted on District property.
- The use of tobacco products are not permitted in District property.
- Use of open flames or hazardous materials is prohibited.
- Parties or social activities are not allowed.
- No "craft" materials of any kind are allowed (i.e. paper, glue, **glitter**, etc.) **UNLESS ALL** remnants are cleaned up and removed from area. We would really prefer **no** glitter at all
- No amplified musical instruments or public address system is allowed.
- Boisterous conduct is prohibited.

Food and Beverages

- No food is to be cooked in the meeting room. Beverages other than water are allowed in meeting rooms, however any spills or messes, must be cleaned up immediately. Any stains resulting in the spilling of beverages on the carpet, walls or counters will be subject to a cleaning fee imposed to the group by the district. The District reserves the right to allow food and/or beverages at District-sponsored events.

Office Equipment

- Public groups and individuals who use the meeting room are guests to Hot Sulphur Springs Parshall Fire Protection District; therefore, no other areas or equipment are authorized for public use.
- Use of the District's office supplies such as pens, papers, staplers, etc., video/computer equipment/projection screen, copy machine, and other such office equipment are NOT permitted.
- Groups wishing to bring audio visual or electronic equipment in from another source must have prior approval.
- Phones are not available for public use.
- Wi-Fi is not available for public use

Room Configuration/Cleaning

- A limited number of tables and chairs are available for your use. You are responsible for returning the meeting room to the **same configuration and condition** as when you arrived. 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
- Please do not allow children to use the white board or markers
- Applicants are required to remove, at their expense, any rubbish, material, equipment, or furnishings not included with the Public Meeting Room Agreement. Trash can is to be emptied after meetings if full in the dumpster located in the parking lot.
- Tables and counters must be wiped down if soiled.

As You Leave

- The responsible party shall ensure that all doors are securely closed

Damages

- Users are responsible for any damage, extra clean-up including the parking lot, or any vandalism to any of HSSP's 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. 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 District

Liability

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

The District reserves the right to approve or disapprove any application.

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.