

CITY of LA GRANDE

La Grande Fire Department Administrative Offices

Training Room Agreement

Policies and Guidelines

Effective July 1, 2016

Section 1. APPLICANTS

- a. The La Grande Fire Department Training Room (hereinafter referred to as "Training Room" or "Room") within the La Grande Fire Department Administrative Offices (hereinafter referred to as "Fire Department" or "FD") is available for groups, organizations or agencies to provide instruction of an emergency, professional, informational, educational, cultural, civic, or social nature. When considering reservation applications for use of the Room, Fire Department staff shall abide by the City of La Grande's (hereinafter referred to as the "City") nondiscrimination policy on the basis of race, sex, sexual orientation, national origin, religion, marital status, age or disability.
- b. The Room may not be used by groups requiring regular weekly meetings or by individuals for personal use.

Section 2. INDEMNITY

- a. The group, organization or agency shall indemnify, defend and hold harmless CITY, its officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by the group, organization, or agency or their officers, students, employees, or agents in the performance of the terms and provisions of this agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct. The aforementioned duty to indemnify and hold harmless and any payments of judgments or awards shall apply in proportion to and to the extent of the negligence or willful misconduct of the group, organization or agency or their officers, students, employees, agents or guests.

Section 3. PROHIBITED USES

- a. Programs which interfere with the Fire Departments operation by causing excessive noise, safety hazards, or security risks.

Section 4. RESERVATIONS

- a. All reservations shall be made by Fire Department Staff.
- b. Applicants are encouraged to submit a reservation application at least fourteen (14) business days in advance.
- c. If you need multiple dates throughout the year please make those reservations at least 90 days in advance of the first meeting date. If you do have multiple dates you will need to confirm each date 2 weeks prior to use.
- d. Fire Department Staff shall be notified at least two (2) business days in advance of a cancellation, or future use may be prohibited.
- e. Fire Department Staff reserve the right to limit reservations so that other groups have access to meeting space.
- f. Fire Department Staff reserves the right to cancel a reservation with reasonable notice to any group, organization or agency.
- g. The Room may be scheduled on an impromptu basis when unoccupied at the time of the request.
- h. Times that the Room can be scheduled for use will be from 0700 (7:00 am) to 2100 (9:00 pm) daily.
- i. Scheduling times must include set up and clean up times.

Section 5. APPLICATION PROCESS

- a. Once a year, or as needed, a reservation application must be completed by each group, organization or agency.
- b. A representative of the group, organization or agency must read and sign a copy of the La Grande Fire Department Training Room Policies and Guidelines and complete the reservation application. Since the representative commits the group, organization or agency to abide by this policy and assume responsibility for any damages to the Room, the representative should be someone whose standing in the organization carries such authority.
- c. In order to avoid situations in which the Fire Department Staff become involved in answering questions about or registering interested parties for a particular event, the name(s) and phone number(s) of an individual and/or group, organization or agency making a particular reservation will be provided by Fire Department Staff to anyone inquiring about the scheduled event.

Section 6. TRAINING ROOM ACCESS

- a. Fire Department Staff, Captain or firefighter, will assist you in gaining access to the Room prior to the start time of your class/meeting. When you arrive at the Fire Department come to the front office desk, ring the bell and an on duty staff member will assist you.

Section 7. LA GRANDE FIRE DEPARTMENT USE

- a. The La Grande Fire Department has a priority use of the Room. If dates conflict, or if short notice cancelation for Fire Department needs, the Fire Department will have priority and another date for your event will be rescheduled, if possible. All steps will be taken to avoid conflicting dates.

Section 8. ROOM ARRANGEMENT

- a. All groups, organizations or agencies are responsible for Room arrangement and for leaving the Room, kitchen, and restrooms in their original states.
- b. A checklist of reminders concerning clean-up of the Room shall be posted in the kitchen area of the Room.

Section 9. PROMOTION/PUBLICITY

- a. Groups, organizations or agencies holding a publicly-advertised event in the Room must clearly advertise that they are the sponsors of that event. The La Grande Fire Department and the Training Room name(s) may be used only in reference to location, not sponsorship.
- b. Signs to indicate location of a meeting or event may be posted on the direction standards located in the lobby one-half (1/2) hour before the meeting or event is scheduled to begin.

Section 10. ADDITIONAL CONSIDERATIONS

- a. The maximum capacity of the Room is 72 individuals.
- b. The Room shall be made available according to the following guidelines:
 - i. Users shall adhere to the "Classroom Orientation" instruction sheet.
 - ii. The applicant will be billed when damages occur to the Room that requires cleaning, maintenance or repair of the Room that surpass routine maintenance.
 - iii. The group, organization, or agency, shall be billed for the cost of restoring the Room to its original state.

Examples: beverages or food spilled on the floor; marks on or holes in the walls; damage to furniture, equipment and structure, including restrooms and other areas to which the individual or organization has access during the use of the Room.
 - iv. Groups whose members are under the age of eighteen (18) must, at a minimum, provide at least two (2) adult leaders at all times.

- c. Smokeless tobacco and the burning, carrying or holding of a lighted cigarette, cigar, pipe, electronic cigarette, any vapor products, hookahs or any other lighted smoking item or equipment containing tobacco or any other herbaceous material, or the inhalation or exhalation of smoke from the same and/or alcoholic beverages is prohibited.
- d. Food may be allowed in kitchen area and stored in refrigerator until instruction is completed and then must be cleaned out.
- e. Storage space is not available for groups, organizations or agencies using the Training Room.
- f. Bring your own pens, pencils, markers, paper, etc.
- g. Parking will be in the front lot on Cove Ave. or some spots in the parking area on the south side of the building. No parking in front of the apparatus bay doors or in signed areas, i.e. dumpster.
- h. Fire Department Staff will not accept calls or relay messages to people attending meetings or those participating in events.
- i. Fire Department Staff are available to provide assistance with the operation of audio/visual equipment.
- j. Fire Department Staff shall not supervise unattended children.
- k. Wi-Fi access is normally available, but not guaranteed. Ask the duty officer for the password. This is for instructor use only, not for students.

Section 11. CHANGES to THIS POLICY

The Fire Department may change these Policies and Guidelines at any time in matters of general rules, application processes, and clarification.

Section 12. AUTHORITY TO ENTER AGREEMENT

Each individual signing this Agreement on behalf of the Fire Department and participating group, organization or agency has been fully and properly authorized to execute this Agreement on behalf of the respective parties.

City of La Grande Fire Department

Signature: _____

Print Name: _____

Title: _____

Group, Organization or Agency

Signature: _____

Print Name: _____

Title (if applicable): _____

Contact Number: _____