

PROCEDURE:	ADMINISTRATION	POLICY
TITLE	COMMUNITY ROOM USE	ADM-0029

New 9/5/2014

Community Room Use/Reservation Policy

I. **PURPOSE:** The purpose of this policy is to give guidance to clearly define the Fire District's reservation program for both generalized and specific use of the district's community room, AKA training room. The Logan-Rogersville Fire Protection District Community Room is designed to accommodate activities such as discussion groups, birthday parties, panels, lectures, civic meetings, and other gatherings as approved by the Technical Services Division. The Community Room is located at District Headquarters and has a specific maximum occupancy based on the existing number of tables and chairs in the room. The Community Room is primarily used for fire district programs and for the use of non-profit educational, civic, and cultural organizations.

II. **COMMUNITY ROOM RESERVATIONS**

Individuals or groups reserving the community room may not charge admission to their meeting or event.

Use of the community room will not be granted for meetings which are solely or primarily commercial in nature or purpose. A commercial purpose is one in which the user conducts business-the exchange of goods or services for monetary value-on the premises.

Religious groups may use the facility for educational, cultural, intellectual, charitable and/or community related activity purposes, but not for regular worship services.

An application for use of the Community Room must be completed in writing at least two weeks prior to the scheduled event. All applications should be submitted to Fire District Headquarters; located at 3427 S. State Highway 125 or in person during normal business hours, M-F 9-5. Prospective applicants may contact the Assistant Chief of Technical Services at 417-753-4265 to check room availability or to schedule a tour of the Community Room prior to your event. Reservations may be made via phone or email request.

New or Renewal Applications will be accepted for regularly recurring meetings based on availability. Groups that use the room on a regular basis can reserve only one time slot each 7 day period. Reservations will be made from dates listed on the application and will not automatically renew. We ask that applications for events or meetings not regularly scheduled be submitted at least two weeks prior to the event or meeting

date. We further ask that notice of cancellation be given at least 24 hours in advance of a scheduled event or meeting.

Use of the Community Room does not imply an endorsement of the beliefs, viewpoints, policies, or affiliations of any group or organization by the Logan-Rogersville Fire Protection District.

Use of the Community Room is provided free of charge. Hours of room availability are from 9:00 AM to 8:30 PM daily. Special arrangements may be made with the Assistant Chief of Technical Services for an extension of the room availability time. Reservation times must be inclusive of set-up and clean-up.

III. USE OF COMMUNITY ROOM

- Individuals/organizations using the facility are fully responsible for any damages based upon actual repair or replacements costs.
- The group or organization using the Community Room shall be responsible for setting up chairs, tables, etc., and shall replace them in the location designated.
- All items must remove their equipment and supplies at the end of the reservation. The Logan-Rogersville Fire Protection District is not responsible for items left in the Community Room or other parts of the facility.
- Nails, thumbtacks, or other fasteners may not be used to attach decorations to the structure or to the furnishings. Decorations may be used on tables only, unless permission has been granted by the Technical Services Division or his/her designee.
- Food is allowed in the Community Room. The Logan-Rogersville Fire District is not liable for any illness, injury, or death that may occur due to the consumption of food or beverages while on our property.
- The Logan-Rogersville Fire Protection District is not responsible for any injuries, minor to serious; including death, that may occur while on our property.
- All trash must be removed. A dumpster is provided on the SW corner of the public parking area.
- All fire district grounds and facilities are tobacco free.
- The consumption of alcoholic beverages is not permitted.
- Equipment requiring voltage other than 100 volts cannot be accommodated.
- Firearms or other weapons are prohibited on our property, with the exception of authorized Public Safety Officers.
- No animals are allowed in the Community Room or on our property, with the exception of service animals.
- No loud, boisterous, or unruly conduct will be allowed.
- Groups with minors must have an adult present for the entire duration of the meeting/function, and the adult will be responsible for their conduct.
- Any request for a station tour, public education presentation, or other life safety education is in addition to the facilities use request.

IV. **POLITICAL ACTIVITIES**

As the Community Room is the property of the Logan-Rogersville Fire Protection District, to avoid the appearance of any suggestion of improper partisanship, endorsement or partiality in the use of the premises, political activities on the premises, other than the use of the room as a duly sanctioned election polling place in a municipal, county, state or federal election, are prohibited.

Improper political activities shall include, but not limited to:

- Speeches, rallies, or other gatherings in connection with the promotion of a candidate for any public office, or in connection with a legislative or election issue
- Political party or committee or other organizational meetings of any kind
- Activities of any kind in connection with any petition for the calling of an election or for presentation to a governing political body or official
- Political fundraising activities
- Any meetings or other activities intended to promote the candidacy of a person for any public office or for the promotion of any legislative or election issue
- Any activities intended to register persons to vote or increase voter turnout

The Logan-Rogersville Fire Protection District reserves the right to cancel reservations for meeting rooms if the space is needed for fire departments activities or emergency operations.

We are proud to be of service to our community, and hope you find our Community Room to be a nice place for your meeting, party, or other event