



# CENTRAL PIERCE FIRE & RESCUE (CPFR) PUBLIC MEETING ROOM GUIDELINES

CPFR 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 CPFR, unless written permission to do so has been previously given to the group by the Fire Chief or designee. Use of these meeting rooms does not constitute an endorsement by CPFR 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

### Headquarters/Administration Business Hours:

- Monday-Friday: 8:30 a.m. to 4:30 p.m.

### Headquarters Location:

17520 – 22<sup>nd</sup> Ave E  
Tacoma, WA 98445  
Phone (253) 538-6400  
Fax (253) 276-6770

### Mailing Address:

PO Box 940  
Spanaway, WA 98387

### Public Facility Use Hours:

- Monday-Friday: 5:00 p.m. to 9:00 p.m.
- Saturday-Sunday: 8:00 a.m. to 9:00 p.m.

## Rooms Available for Public Use

(Standing room capacity)

Station 60 (80 capacity)	17520 – 22 <sup>nd</sup> Ave E, Tacoma 98445
Station 61 (50 capacity)	100 – 114 <sup>th</sup> St S, Tacoma 98444
Station 66 (35 capacity)	9813 – 128 <sup>th</sup> St E, Puyallup 98373
Station 69 (38 capacity)	17210 – 110 <sup>th</sup> Ave E, Puyallup 98374
Station 71 (37 capacity)	902 – 7 <sup>th</sup> St NW, Puyallup 98371

## 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 CPFR 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 Headquarters/Administration at least one week in advance of meeting date.
- Approved reservations will be accepted on a first-come, first-serve basis.
- A 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 one reservation per month by any one group or individual.
- 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.

- CPFR 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 any way 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 be present at all times. If children are present, they must be supervised at all times.
- 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 CPFR 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.
- 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.

### **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 on District property.
- No animals/pets are allowed in the meeting room except for service animals.
- 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.)
- No amplified musical instruments or public address system is allowed.
- Boisterous conduct is prohibited.

### **Food and Beverages**

- No food or beverages other than water are allowed in meeting rooms. 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 Central Pierce Fire & Rescue; 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
- Applicants are required to remove, at their expense, any rubbish, material, equipment, or furnishings not included with the *Public Meeting Room Agreement*.

### **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 CPFR'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**

- CPFR shall not be held responsible for any injury to persons or loss or damage to personal property in the use of its facilities.
- CPFR 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.***