



CITY OF HOOD RIVER

FIRE & EMERGENCY MEDICAL SERVICES

1785 Meyer Parkway, Hood River, OR 97031 | HoodRiverFire.com
Office 541-386-3939 Fax 541-387-4590



COMMUNITY ROOM RENTAL APPLICATION

Ty Taylor Fire Station – Community Room

Rental Dates (s) _____ Hours: _____ to _____

Rental Name: _____ Organization: _____

Address: _____

Contact Number: _____ Email: _____

Name and Contact Number Day of Rental: _____

Nature/Purpose of Rental/Meeting: _____

Attendance Expected: _____ Chairs Only: _____ Chairs and Tables: _____

Will food be served? YES / NO Carry in / Catered Type of Food: _____

* A fee will apply when food is served

Special Conditions/Request: _____

* Renter is responsible for setup and clean-up of the room.

FEES

Rental fees apply to groups other than non-profits and government organizations.

The fee will apply to any room usage when food is served.

Rental Fees

4 hours or less/per day \$52 _____

Over 4 hours/per day \$105 _____

_____ Total Due

WE ARE PROUD TO SERVE THE COMMUNITY AND WE HOPE YOU FIND THIS ROOM A NICE PLACE FOR YOU TO HAVE YOUR MEETINGS!

The renting party agrees to be responsible for and reimburse to the City of Hood River any costs associated with any repairs to, replacement of, or cleaning of, any property or equipment damaged, stolen, or lost caused by a member of the renting party, except normal wear and tear as deemed appropriate by Hood River Fire & EMS.

Indemnification: RENTER SHALL DEFEND, SAVE, HOLD HARMLESS, AND INDEMNIFY THE CITY AND ITS OFFICERS, EMPLOYEES AND AGENTS FROM AND AGAINST ALL CLAIMS, SUITS, ACTIONS, LOSSES, DAMAGES, LIABILITIES, COSTS AND EXPENSES OF ANY NATURE WHATSOEVER, INCLUDING ATTORNEYS FEES, RESULTING FROM, ARISING OUT OF, OR RELATING TO THE ACTIVITIES OF RENTER OR ITS OFFICERS, EMPLOYEES, SUBCONTRACTORS, OR AGENTS UNDER THIS CONTRACT. Renter shall not be held responsible for any claims, suite, actions, losses, damages, liabilities, costs and expenses directly, solely, and proximately caused by the negligence of City.

This agreement is made and entered into this ____ day of _____, 20__ between Hood River Fire & EMS and

(PRINT YOUR NAME) _____

Signature of Responsible Party: _____ Date: _____

Office Use Only:

Rental Accepted by:		Rental Fee: _____
Date Received:		
Entered into HRFD Training Room Calendar: _____		Receipt # _____



HOOD RIVER FIRE & EMS COMMUNITY ROOM GUIDELINES

Ty Taylor Fire Station – Leonard Hay Community Room
1785 Meyer Parkway, Hood River, OR 97031



Hood River Fire & EMS is dedicated to increasing its services to the community. In support of this effort, the Leonard Hay Community Room in the Ty Taylor Fire Station, is available for use by various groups for events.

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 Hood River citizens and organizations gathering to conduct non-profit, civic, cultural or educational-related activities.

Hood River Fire & EMS 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, the City of Hood River, and the citizens of Hood River. Hood River Fire & EMS also reserves the right to cancel or curtail any event at the facility if conduct or activities violate terms of this community room use agreement.

Publicity for meetings or programs being held in the community room will clearly state the City or Hood River Fire Department does not endorse the activities or viewpoints of the groups presenting the event. If the City or Hood River Fire Department sponsors or cosponsors a meeting or program this will be clearly stated in the publicity of the event.

FACILITY INFORMATION

- The community room and associated restrooms are handicap accessible.
- Public wireless internet is available. Password is posted in the room.
- Occupancy limits are 49 persons with tables and chairs; 100 persons with chairs only or no chairs/tables.
- There are 90 chairs and 18 tables available for use. In addition, there are dry-erase boards (with markers and erasers) for use. A/V equipment (projector, use is a special request.
- The room has a counter for snacks/refreshments, sink, microwave, vacuum, and cleaning supplies.

RESERVATION PROCEDURES

- To reserve the community room, contact the fire department at (541) 386-3939. If there is no answer, dial extension 4 and leave a message.
- Community Room Application must be filled out for each rental.
- Station tours are not part of this reservation but are available upon request. We request at least 10 days advanced notice for tours.
- Community room is available to non-profit and civic group meetings on an intermittent basis.
- No group may consider the Leonard Hay Community Room its permanent meeting place or use the department as its mailing address.
- Rental requests may not be reserved more than 6 months out from date requested.
- External groups are not allowed in the fire station between **8:00 pm and 7:30 am**, unless given authorization by the Fire Chief.
- Scheduling of community room should be on a first come, first-served basis.
- The HRFD serves the right to cancel scheduled events in order to accommodate emergent City of Hood River business

ACCEPTABLE USERS

- A. Groups using facilities should be prioritized as listed and classified as follows:
1. Class I – City of Hood River Activities
 - a. City of Hood River Business related activities
 - b. City Council and appointed committees
 - c. City of Hood River-sponsored activities
 2. Class II – Government Agencies or groups with community interest, located or operating within City and County boundaries:
 - a. City, County and State
 - b. School districts and special districts
 - c. Fire service organizations and associations not otherwise listed
 3. Class III – civic and service groups located or operating with City/County boundaries
 - a. Community organizations of a civic or service nature (Lions Club, Rotary Club, scouts, etc.)
 - b. Church sponsored activities
 - c. Community study groups
 4. Class IV – private interest groups:
 - a. Any organization that charges a fee for attendance (tuition, registration, etc.
 - b. Social or fraternal organizations
 - c. Any for-profit organization
 5. Class V – Political Group
 - a. Community rooms may be used by political parties, but must not be used for the purpose of endorsing a single political candidate or a signal issue.
 - b. Community rooms may not be used to display partisan campaign material.



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FEES

- The Fire Chief is responsible for determining fees for the use of the community room.
- In case of damage to the community room, the responsible group shall be charged the actual cost of repair and/or cleaning.
- If food is provided at any meeting, the rental fee will apply.
- Fees must be paid when rental is confirmed, and rental application is submitted.

DAY OF THE EVENT

- The doors should be unlocked prior to the request; however, circumstances could arise that fire crews may be out of the station. Please be patient if this is the case, as crews will return as soon as possible to get you into the building.
- No parking is allowed in front of the station vehicle doors or along Meyer Parkway. PARKING IS ONLY ALLOWED IN THE WEST PARKING LOT OR ON 18TH STREET.
- The facility will be clean upon your arrival. Waste cans are provided for all trash. If the trash cans are full after your event, please remove the garbage bag, tie the top, and place it in the lobby next to the bathrooms for fire department staff to dispose of.
- A vacuum cleaner is located in the unlocked storage closet in the community room. Spot vacuuming is the user's responsibility.
- All tables should be cleaned and returned to original set-up. Diagram is posted on wall.
- Cleaning spray, rags, and extra garbage bags are located in the cabinets next to the sink.
- The user must provide all food service requirements such as plates, napkins, etc.
- Once you have completed your activities and the room is restored to its original state, you may leave without notifying the firefighters. They will have a schedule and will know when to lock the building.

RULES FOR COMMUNITY ROOM USE

- All functions conducted at the Hood River Fire & EMS community room must be in accordance with City/County standards and not violate of any City/County ordinances or regulations, including parking regulations.
- NO ALCOHOL is permitted on the Hood River Fire & EMS property.
- NO TOBACCO use is permitted in the Fire Station. Smoking is permitted in the designated area only, behind the fire station in the marked location.
- Firearms are prohibited on the Hood River Fire & EMS facility, with the exception of public safety officers.
- No commercial sales operations are allowed in the community room.
- No decorations or application of materials to walls or floors will be allowed without the permission of the Fire Chief, or his designated representative.
- There will be no disc jockeys or live music allowed.
- No pets are allowed, with the exception of those used for personal assistance (i.e. seeing-eye dogs).
- The Hood River Fire Department or the City of Hood River reserves the right to limit activities that might interfere or disrupt with normal fire station operations.
- No activity should interfere with any other activity taking place in the same building.
- Each group using the community room should designate an adult supervisor over the age of 21 who shall be present at all time, to be in charge of the group's activities, serve as the responsible person and be responsible for leaving the community room in a clean condition ready for the next user group. Inappropriate conduct, insufficient clean-up will be reported.
- If children are present, they must be supervised at all times.
- The Hood River Fire Department or the City of Hood River shall not be held responsible for any injury to persons or loss or damage to personal property in the use of its facilities.
- Fire Department personnel will conduct a walk-through of the room before and after each meeting. 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 Fire Department. The user will pay for any and all damages to the facility, its belongings, and associated staff time within fifteen days.

I acknowledge the above written regulations and rules.

Signature

Date



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EVENT CLEAN-UP CHECKLIST

Name of Individual or Group _____ Date of Event _____

To ensure that the facilities are maintained to provide a pleasant place for all activities, please review the following list and clean as needed. Please check-off items completed:

- _____ Wipe off all tabletops and kitchen counter
- _____ Return all equipment/furnishings to original place
- _____ Pick up trash from floors and run vacuum
- _____ Restrooms – flush toilets, wipe down sinks
- _____ Empty trash from restrooms and community room
- _____ Take trash bags out of receptacles (if full), tie tops, and place by bathroom doors in lobby

Please complete this checklist and leave it at the front desk before leaving.

When user creates an unforeseen need for custodial services or damage is done to the facility, the user shall reimburse The City of Hood River for all costs incurred, as determined by the Fire Chief.

I acknowledge that the above listed items were completed

Signature: _____ **Date:** _____