

APPLICATION FOR USE OF MULTI-PURPOSE ROOMS

Fire Department, 701 E. Third Ave., Moses Lake

Phone: (509) 765-2204 Fax: (509) 765-2291

Email: kfenner@ci.moses-lake.wa.us

MAXIMUM OCCUPANT LOAD

½ Room: 50 Full Room: 100

CHECK ONE: Non-Profit Organization, there is no charge to use the room.
Other Organizations: Is there a fee for attendance? **NO** **YES**
IF YES, there is a \$100.00 charge for room A or B, \$200.00 charge for the entire room, per day for usage. Minimum charge will be ½ the daily rate.

**User shall ensure participants remain ONLY in the multi-purpose room(s) and lobby.

DATE: _____

CONTACT PERSON: _____ CONTACT PHONE: _____

REPRESENTING: _____

PURPOSE: _____

MEETING DATE(S): _____ START TIME: _____ END TIME: _____

Mailing Address: _____ City: _____ Zip: _____

You are responsible for setting up the room and returning it to the way you found it. Stack chairs only 10 high. Meetings must be over and the room emptied by 10:00pm.

The Moses Lake Fire Department will not be able to assist you in messaging, supplies, internet access.

The following equipment is available on a first come first serve basis: TV/DVD/VCR; Overhead projector; Podium. Computers and multi-media projectors are not available.

The Applicant hereby acknowledges review of the "Regulations Governing Use of the Fire Department Multi-Purpose Rooms", attached to this form. The Applicant shall abide by those regulations and shall reimburse the City of Moses Lake for any loss incurred by the Moses Lake Fire Department due to the use of its premises by the Applicant.

Signature of Applicant: _____ Date: _____
(Print name in signature block if returning electronically, this constitutes an electronic signature)

E-mail Address: _____

TO BE COMPLETED BY MLFD:

Confirmed: **YES** **NO** Date: _____ Fee Paid (if needed): _____

REGULATIONS GOVERNING USE OF
FIRE DEPT MULTI-PURPOSE ROOMS

Both multi-purpose rooms were built and are maintained by the City of Moses Lake Fire Department. In addition to Fire Department related usage, they are also available to the public on a limited basis for any public purpose that does not conflict with the City uses or policies. Activities of the Moses Lake Fire Dept., or other City departments have priority over other events. Approved applications may be canceled in case of conflict. **All meetings will be concluded by 10:00 p.m.**

Groups using the rooms for profit-making purposes by charging attendance will be charged a fee of \$200.00 per day for the entire room or \$100.00 per day for room A or B individually. The minimum charge for usage will be $\frac{1}{2}$ the daily rate. There will be no usage fee for non-profit organizations or groups that do not intend to charge attendance fees.

1. All applicants, for use of both or one of the Multipurpose rooms, shall hold the City of Moses Lake free and without harm from any loss or damage, liability or expense that may arise during or be caused in any way by such use or occupancy of these rooms. Also, in the event that property loss or damage is incurred during such use or occupancy of these Fire Department multi-purpose rooms, the amount of damage shall be decided by the City of Moses Lake and a bill for damages may be presented to the group using or occupying the facilities during the time the loss or damage was sustained. **Failure to comply with the Rules and Regulations could result in denial of future use of the rooms.**
2. **Parking in the Employee Parking Lot at the rear of the building is Prohibited.** Parking is only permitted in the front parking lot for users of the Multipurpose Rooms. Please ensure that all users of the Multipurpose Rooms are informed of the Rules and Regulations.
3. Alcoholic beverages, drugs, or tobacco products will not be permitted in the Moses Lake Fire Department Multipurpose rooms, or on the property, at any time.
4. **Reservation applications are to be submitted to the Fire Department representative no more than one month prior** to your meeting. Standing reservations will not be made for meetings of a regularly recurring nature.
5. Use of the Multipurpose rooms for social gatherings, parties, weddings, etc., will be prohibited.
6. Nails and other hardware are not to be attached to the walls, woodwork, or folding wall partition. Clips provided on the boards at the front of the room should be used for any signs that need to be displayed. Signs that need to be placed on painted walls are to be attached with masking tape ONLY, no scotch tape or nails, and with the prior approval of the Fire Department representative. Signs that need to be placed on the wall partition are to be attached with push pins provided by the Fire Department representative.
7. There are not kitchen facilities and equipment available for public use. Light refreshments such as coffee, cream, and sugar, canned or bottled beverages, and pastry provided by the user may be served using disposable cups and plates also provided by the user, with used material being placed in waste receptacles. The group may be charged up to \$250.00 for failure to comply with the cleaning outlined. The group shall also be responsible for payment of any professional cleaning services deemed necessary by the Fire Department.
8. **The Multipurpose room(s) will have a standard of 25 chairs and 5 tables per half room (50 chairs and 10 tables per full room) available for public use.** If more chairs or tables are needed, the group occupying the room will be responsible for moving the needed chairs and/or tables from the storage room. Chairs and tables may be arranged as necessary. **After each meeting, however, they must be returned to the original state with the standard number of chairs and tables stacked against the walls by the windows.** Stack chairs 10 high only, no more.
9. **All garbage must be emptied after each meeting.** New garbage liners are provided in the janitor's room. There is a garbage dumpster at the rear of the building for disposing of the trash. Rest rooms are to be checked for paper on the floor, facilities flushed and lights turned off. The on-duty Fire Dept. personnel are to be notified, on the phone intercom in the Multipurpose rooms, that the meeting is over so the front door can be locked. There will be no other interruptions of the on-duty crew unless there is an emergency.
10. Special equipment, such as podiums, PA system, projector screen, TV/VCR, or overhead projector are available for public use; arrangements must be made when reserving the rooms.
11. No pets of any kind are allowed inside the building.

KEEP THIS PAGE FOR YOUR RECORDS