

Community Rooms

413.1 PURPOSE

Establish the rules and limitations for the use of community rooms within Tri-Lakes Monument Fire Protection District facilities. The Community Room is primarily for use to conduct District business, but shall be made available as a resource to community and non-profit groups in accordance with this policy for governmental, civic, non-profit, cultural or educational meetings or programs.

413.2 SCOPE

All District personnel

413.3 POLICY

The Community Room at Station 1 is made available free of charge to not-for-profit groups for the purpose of holding meetings on an “as available” basis, subject to the limitations defined by this policy and at the discretion of TLMFPD Administration and its Board of Directors.

WAIVERS

Requests to use the Community Room should be directed to the District’s Office Administrator, describing the proposed use of the room, and stating the date(s) and time(s) for which the request(s) is made. Requestor will be required to sign a waiver of liability for any damage incurred or injury. (Occupancy: __)

Access shall be provided on equal terms regardless of position or affiliations of requesting organizations. Use of the District’s community room by any organization shall not be an endorsement of or advocacy for the viewpoints of any such user.

LIMITATIONS

The District makes this room available with the specific understanding that District operational requirements for the use of the facility take precedence over other scheduled events. Should the need arise, the District may cancel the reservation of any group at any time to accommodate an operational need.

Any group using a Community Room does so with the understanding that the group shall be responsible for leaving the room clean and orderly. Failure to do so may result in refusal by the District to permit future use of the Community Room by the group and payment for any damages or cleaning will be required.

TLMFPD is not responsible for any lost or damaged personal property on the premises to include the parking lot.

Any personal injuries sustained during use are not the responsibility of TLMFPD. Any injuries or damages must be reported to the Fire District immediately.

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413.4 USAGE RULES

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1. Community room hours: Daily from 9am – 9 pm.
 2. Do not park in fire lanes. Use public parking lot and do not park in front of bay doors.
 3. All meeting or program attendance must comply with the occupancy limits set forth in section 3.
 4. The District's facilities, including the parking areas and all areas within 15 feet of the entrance to any District buildings, are non-smoking (including vaping and e-cigarettes) in their entirety. Consumption of alcoholic beverages or marijuana in any form on any district property is strictly prohibited.
 5. No candles may be burned or other open flames permitted.
 6. No food or beverages permitted in the room. Exceptions may be granted for bottled drinks.
 7. Fire personnel must be present for access. No key pad combo will be provided to the public.
 8. Close all doors when finished with the room. Doors are set to automatically lock.
 9. Public access to the building is limited to the community room, entry hall and the public restroom. No public permitted in any other areas of the building without the accompaniment of fire personnel.
 10. Children are not to be left without adult supervision.
 11. Use of the room shall not cause noise audible or smells or smoke noticeable outside the walls of the room.
 12. Activities which are fundamentally incompatible with the District's mission are not permitted in the Community Room. These include, but are not limited to, meetings by groups for the purpose of planning, facilitating, or committing criminal acts; advocating or inciting violence against any segment of the community; advocating or inciting the violation of local, state, or federal law; and/or advocating the violation of the civil rights of any group of citizens.
 13. Animals, excluding animals required by medical necessity, are not permitted in the Community Room.
 14. The Community Room may not be used in a "for-profit" endeavor or social gathering purposes except that sales incidental to use are permitted. Groups or individuals that plan to charge entry fees or sell merchandise must describe the intended sale or entry fee in their application to the District for use of the Community room. Sales must be incidental to use only
 15. Clean and return any chairs and/or tables used to their designated spot.
 16. Ensure all trash is placed in trash can prior to leaving.
 17. Assure lights are turned off in the community room as well as the bathroom prior to departure.

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18. Any activity that disrupts the operations of the firehouse or exceeds time allotted is prohibited.
19. Failure to return the room (and associated public restrooms) to original condition may result in a janitorial/service fee of up to \$50.00.