

**APPENDIX 22.4.5.1**

**MEETING ROOM USE APPLICATION/AGREEMENT**

Completed application is to be filed with the Fire District Secretary at 601 Patriot Way, Wilder ID  
[This is a 2-page form]

**Information to Applicant:**

All relevant information and attachments must be supplied. Please mark non-applicable portions of the application form "N.A." The Fire District Secretary shall determine completeness of information on the application for completeness. This application is not considered filed unless the application form is completed, and the Meeting Room Use Fee and Security Deposit have been received by the Fire District Secretary. The Fire Station Occupancy and Use Policy is attached to this form for ease of reference. In the event this Application is granted it becomes the Meeting Room Use Agreement.

Applicant's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

**Meeting Room Requested:**  Training/Meeting Room

**Date of Use:** \_\_\_\_\_ **Time:** from \_\_\_\_\_ to \_\_\_\_\_

**Intended Meeting Room Use:** \_\_\_\_\_

- Applicant agrees that no person or persons will be excluded from the proposed use based upon discrimination as to race, color, religion, sex, or national origin.
- Applicant has reviewed the Fire District's standard form "Meeting Room Use Permit/Agreement" and is in agreement with the following terms and conditions of the Fire Station Occupancy and Use Policy.

***FIRE STATION OCCUPANCY AND USE POLICY***

*[Chapter 4 Title 22 of Wilder Rural Fire Protection District Policy Code, approved by Res. No. \_\_\_\_ ]*

**22.4.1** *Use of the Training/Meeting Room and Library/Conference Room shall be in accordance with the provisions of this Chapter.*

**22.4.6** ***Meeting Room Use Conditions:*** *The minimum terms and conditions of all uses of the Meeting Room are herein set forth in the Meeting Room Use Permit/Agreement Form, which terms include:*

**22.4.6.1** *Payment of the Meeting Room Use Fee and Security Deposit. The Board of Commissions will set by separate resolution a Meeting Room Use Fee and a Security Deposit. The Meeting Room Use Fee shall be applied by the Fire District for the payment of the costs of Fire District Personnel who are designated to be on site for Fire Station security purposes at all times during the Meeting Room Use. The Security Deposit shall be required to protect against any damages to the Meeting Room. After use, the Security Deposit, minus any costs for damages or cleaning beyond normal wear and tear, will be returned to the User.*

- 22.4.6.2 *The User or sponsor is responsible for behavior of personnel, patrons and/or attendees and determines who may attend and remain in the Meeting Room during meetings.*
- 22.4.6.3 *The User is responsible for any damage to Fire District property not including normal wear and tear caused by its personnel or invitees attending meetings.*
- 22.4.6.4 *The User is responsible to clean up immediately following the use. The Secretary shall prepare a Clean Up Policy listing required clean up after use. The User is responsible for complying with those clean up duties.*
- 22.4.6.5 *Permitted Users and their invitees may park vehicles in designated public parking only and shall not park or place vehicles at any location that will block or impede Fire Fighting Equipment ingress and egress from the Fire Station.*
- 22.4.6.6 *Permitted Users shall not have access to any part of the Fire Station other than the use of the Meeting Room and the restroom facilities.*

- Applicant is either the duly authorized agent of a legal entity and/or is 18 years of age or older. [If Applicant is under the age of 18, a sponsor must sign the application.] Sponsor name [if applicable]: \_\_\_\_\_
- If Applicant is a legal entity, the following is attached:  
 \_\_\_ Certificate of Secretary of State; or \_\_\_ Trust Registration Statement  
 [If not a natural person, Applicant must be a governmental entity or an entity in good standing in the state of Idaho or a registered trust.]

**VERIFICATION/AGREEMENT**

I am the Applicant [or duly authorized agent of the Applicant] in the above and foregoing Application and have read the same and know the contents thereof and verily believe the facts stated therein to be true and correct and agree to the terms and conditions of the *Meeting Room Use Application/Agreement* as stated hereinabove.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

<b>FOR OFFICIAL FIRE DISTRICT USE</b>		
	<b>Sec. Initials</b>	<b>Date</b>
Application received, reviewed and determined to be complete.		
Meeting Room Use fee of \$ _____ has been paid.		
Security Deposit of \$ _____ has been paid.		

APPLICATION IS:  GRANTED  
 DENIED Cause for Denial:

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signed by Fire District Secretary \_\_\_\_\_