

West Barnstable Fire Department
Training Room Policy- Public Terms and Use
Room Use Request Form

Date Training Room Requested: _____ Time: _____ to _____

Name of Organization: _____

Contact Name: _____ Phone: _____

Address: _____

Contact Email: _____

I have received a copy and understand the *Training Room Policy Terms and Use* as well as a copy of WBFD Administrative Policy 2019-4: *Public Access to Fire Station*.

Signature

Date: _____

Printed Name

Complete and Return This Page 1 to the West Barnstable FD

Policy for use of Training Room: The primary mission of the West Barnstable Fire Department is to provide fire suppression, emergency medicine and public safety to our citizens. We are pleased to share the department's training room as meeting space with you. However, the department's primary mission must come first.

Training Room Only:

- Except for certain community-wide events (i.e. WB Spaghetti Supper) that are approved by the fire chief in advance, only the WBFD Training Room is available for routine public use. Upstairs spaces are not available.
- The WBFD Training Room is never available on Tuesday evenings because the department trains (almost) every Tuesday,
- The Training Room is generally unavailable most Thursday evenings, and Sunday mornings due to fire department training that is typically/seasonally scheduled during these times.
- Use of the WBFD Training Room is prioritized as follows:
 - Emergency Operations (storms/disasters/large area incidents)

West Barnstable Fire Department

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- WBFD Training
- WBFD Government Meetings
- West Barnstable Community (Non-Profit) Meetings
- Town of Barnstable Government
- Town of Barnstable Community (Non-Profit) Meetings
- Regional Government Meetings
- All other

Reservations:

- All requests must be made or confirmed in writing using this form. You can file this request form in person (hard copy), by fax, or by email to the Department's Administrative Assistant, Heather Scozzarella (heather@westbarnstablefire.com).
- All training room requests must be approved by the department in advance.
- Reservations must be confirmed through Department's Administrative Assistant, Heather Scozzarella (508-362-3241), to ensure the space is available.
- Priority shall be given to all fire department related events.
- Parties must review **Exhibit A, WBFD Administrative Policy 2019-4: Public Access to Fire Station.**

Expectations:

- Public use of the room may and will be canceled, at the last minute and possibly without notice, when the training room is needed for emergency operations.
- Public use of the room may and will be canceled, with potentially short-notice, when the department's training needs change and the room is needed for training. It is possible that training can be postponed or rescheduled to a time that the room is scheduled for a public meeting. It is possible that a training opportunity may arise at late date and require use of the room when it has already been scheduled for a public meeting. The department will attempt to avoid this, but sometimes it is unavoidable.
- WBFD staff will ensure that the training room is clean and clear of any hazards prior to a scheduled public meeting.
- Groups using the training room are responsible for providing their own food and beverages.

West Barnstable Fire Department

Training Room Policy- Public Terms and Use

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- Groups using the training room are responsible for setting up tables and chairs in the configuration that they wish. At the conclusion of any public meeting, tables and chairs should be restored (generally) to their original configuration.

Parking:

- There are 35 parking spaces including 2 handicap parking spaces. Parking is shared with Fire Department personnel and apparatus/equipment. Additional parking can be found within walking distance at the Village Green.
- There are two parking spaces next to the dumpster. Cars parked in these spaces block dumpster access by the trash company, so these two spaces have been reserved for WBFD staff in order to move the cars as needed.

General Use:

- Restrooms are available for use by visitors. Any maintenance issues noticed should be reported to the fire department duty staff.
- At the end of public meeting, lights may remain on to allow for easy exit by all attendees.
- Room capacity of the training room is 42 people: 14 tables and 42 chairs.
- Tables and chairs should be returned to their original positions before leaving.
- The use of Department AV equipment must be approved prior to the meeting taking place. The meeting host is responsible for the care and use of Department equipment including any damage that may occur.
- Entrance to administrative offices or restricted areas is prohibited.
- Smoking is prohibited on department property both inside and outside the building. This includes areas around or near the exits.
- Any problems with the room should be reported to the department's on-duty shift commander.
- The use of alcohol on WBFD premises is prohibited.

Failure to follow these policies can result a group being prohibited from future use of the training room.

West Barnstable Fire Department: 508-362-3241

Fax: 508-362-3683