



POLICY SECTION: Administration	NUMBER: A-024	PAGES: 5
SUBJECT: Facility Usage / Meeting Rooms	APPLICABLE TO: ALL PERSONNEL	
EFFECTIVE DATE: January 1, 2019	REVIEW DATE:	REVISED DATE:

  
Stephen G. Simon  
Chief of Fire and Rescue

This policy is for departmental use only and should not be construed as a creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims. Those found in violation of this directive will be subject to departmental administrative sanctions. Violations of law will form the basis for departmental administrative sanctions and for civil and criminal sanctions in a recognized judicial setting.

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### **USE OF FIRE STATION ROOMS**

Certain Roanoke County fire stations have rooms that are available for public (non-governmental) use on a limited basis. This policy governs the terms and conditions for the use of such rooms, acknowledging that the principal use of the fire stations is the provision of emergency services to citizens and visitors of Roanoke County; in emergencies situations, Fire Department staff may need to suddenly cancel room use by members of the public.

### **General Rules of Use**

1. Facilities may not be used for profit-making or fund-raising activities. Admission may not be charged (nor may donations be solicited) at any meeting.
2. At the time of reservation, a user fee of \$50.00 per hour will be required to pay for an off-duty County fire department employee to attend the meeting as a site coordinator.
3. Facility use is strictly limited to a duration of 2 hours (including any set-up and

clean-up), (rooms may be scheduled only during times when fire and rescue staff are available to be site coordinators).

4. Users are required to clean the room after each use. Users assume responsibility for any damage to the room or contents. The room must be left in a neat and orderly condition. If additional cleanup is required, the organization will be notified and charged for this service.
5. The user will indemnify and hold harmless Roanoke County and its employees from any and all claims for damages or injuries arising out of the use of the room.
6. No individual or organization may use a facility more frequently than once per month.
7. No tobacco products or alcoholic beverages may be brought onto or consumed on the premises.
8. No signs, furniture, or other large equipment may be brought onto the premises.
9. No pets or animals (with the exception of service dogs) are permitted.
10. Children must have adult supervision at all times.
11. Thermostats are preset and are not to be changed.
12. Permission to use a specific area does not give the user the right to any other area.
13. No fires, flames, or burning of any material is permitted.
14. Absolutely nothing may be attached to the walls.
15. These rules are subject to change by the County Fire and Rescue Chief.
16. No activity shall infringe upon the ability of staff to perform their public safety duties.
17. The County Fire and Rescue Chief, or his designee, reserves the right to alter or amend any previously approved or scheduled use of a room for governmental purposes.
18. The County Fire and Rescue Chief, or his designee, reserves the right to refuse the use of said facilities to any user who does not comply with the above regulations.

## Facility-Specific Use Regulations

The below chart sets forth the available rooms and specific use regulations for each facility:

<b>Station/Room</b>	<b>Parking Space Limited</b>	<b>Room Occupancy/Maximum Group Size</b>	<b>Days/Hours of Availability</b>
North County Fire & Rescue Station #1	20	Table & Chairs 46 Chairs Only 49	MON-SUN Open -10AM Close-9 PM
Mount Pleasant Fire & Rescue Station #6	12	Tables & Chairs 33 Chairs Only 49	MON-SUN Open -10AM Close-9 PM
Bent Mountain Fire & Rescue Station #8	25	Tables & Chairs 46 Chairs Only 49	MON-SUN Open-10 AM Close-9 PM
Fort Lewis Fire & Rescue Station #9	25	Tables & Chairs 64 Chairs Only 100	MON-SUN Open -10AM Close-9 PM
Back Creek Fire & Rescue Station #11	20	Tables & Chairs 66 Chairs Only 100	MON-SUN Open-10 AM Close-9 PM

## Procedure

Those interested in using a room must submit an application to the County Fire and Rescue Chief at least 15 days prior to use. Rooms may be reserved on a first- come, first-served basis. Rooms may not be reserved more than two months in advance. Governmental use will always take precedence over non-governmental use.

Applications can be filled out by visiting <https://www.roanokecountyva.gov/fire/rescue>

Roanoke County Fire & Rescue Meeting Room Rental

Meeting rooms available for usage are located at the following Fire & Rescue Stations:

1. North County Fire & Rescue Station #1
2. Mount Pleasant Fire & Rescue Station #6
4. Bent Mountain Fire & Rescue Station #8
5. Fort Lewis fire & Rescue Station #9
6. Back Creek Fire & Rescue Station #11

Request information:

Name: \_\_\_\_\_

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

Contact information

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

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

Date Requested: \_\_\_\_\_

Time Requested: FROM: TO: \_\_\_\_\_

Organization: \_\_\_\_\_

Organizational Representative Approval: (please circle) Yes or No Initial \_\_\_\_\_

Event Name: \_\_\_\_\_

Anticipated # of Attendees \_\_\_\_\_

Public Safety Station Requested: \_\_\_\_\_

I am an authorized representative of the organization named above. I have read and agree to comply with the regulations set forth in the Roanoke County Fire and Rescue Policy regarding Use of Fire Station Rooms, and agree to comply with such. I acknowledge that by using the room, I assume responsibility for any damage to the room or its contents, and will report such damage to County Fire and Rescue staff. I agree to indemnify and hold harmless Roanoke County and its employees from any and all claims for damages or injuries arising out of the use of the room. I shall be responsible for assuring that the room is left in the same condition in which it was found.

Signature: \_\_\_\_\_

Roanoke County Fire & Rescue Administrative Use

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_ By: \_\_\_\_\_

Approved By: \_\_\_\_\_