

## **GREENFIELD TOWNSHIP FIRE DEPARTMENT MEETING ROOM USE POLICY**

The fire department meeting room shall be available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Fire Department's meeting room is available during normal operating hours. (08:00 to 21:00 every day) Official government business by Federal, State, County, City or Village governments may use the meeting rooms as needed and when available. The meeting room is available at no charge for use by civic, educational and cultural groups or organizations. The room can only be reserved up to three months in advance.

***The Fire Department meeting room may be used after hours, for a two-hour maximum, with advance notice to fire department staff, but no later than 11 PM.***

The fire chief according to the following priorities will approve requests for use of the room:

1. Fire Department-sponsored or related training, meetings and programs.
2. Greenfield Township sponsored or related meetings and activities.
3. County/village/city sponsored or related meetings and activities.
4. Community groups.
5. Private individual use for township residents and employees.

Regular fire department service and township board business must take precedence over all other activities and the use of the meeting room must not interfere with the operation of the fire department. The Fire Department meeting room is intended to serve the community in its broadest sense. Fire Department staff will exercise their judgment to prevent any one group or individual from monopolizing this resource.

Only fire department groups and other Government departments and agencies, either sponsoring or co-sponsoring a program, may charge an admission fee or sell a product.

**For-profit groups or individuals may NOT use the room.**

The name, address and phone number of the fire department may not be used as the official address of any organization using the meeting room nor may any non-fire department group using the meeting room publicize its activities in such a way as to imply fire department or township sponsorship.

**Smoking, gambling or the use of alcohol, or controlled substances are prohibited inside township facilities or on township property.**

**Only foods appropriate to a mid-meeting break are allowed in the public meeting room, i.e. fruit, donuts, cookies.**

At no time shall the posted occupancy limit be exceeded. The supervising adult shall be responsible for enforcing the facility occupancy limit. Determination of overcrowding and reduction of occupancy load shall be at the discretion of the ranking member of the fire department present at the time.

Parking shall be limited to the available parking in the fire department's public parking lot area. Parking is not allowed in the fire department member parking area on the west end (rear) of the building or in the vicinity of any overhead door. The supervising adult shall be responsible for enforcing the facility parking limit.

Materials shall not be taped or otherwise attached to the walls. White boards, or bulletin boards.

Non-staff members shall have access to designated areas only.

The group using the facility shall be responsible for cleaning and any breakage or damage incurred. The group shall be charged for any necessary cleaning or damage repair. Groups will not use Glitter or any item that cant be easily cleaned up.

Equipment provided for use by non-department members when using the meeting room is limited to tables, chairs and white boards. Audio-visual equipment is available at the discretion of fire department staff.

The fire chief and/or township trustees reserves the right to refuse the use of the room whenever, in their best judgment, the use does not conform to this policy.

Adopted 3/14/07. Last Revision 1/17/2017

I acknowledge the above rules and guidelines and accept responsibility for my organization/group following them.

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Signature

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Name Printed

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Title