



# FACILITY USE APPLICATION

Please fill out application in its entirety and return with signed Facilities User Expectations and Responsibilities form.  
 Forms must be submitted to Snohomish Fire within five (5) business days after verbal confirmation of availability, or room will not be considered reserved. Reservation is not complete until this form is received by the Facility Coordinator.

Name of Applicant \_\_\_\_\_  
 Organization Name \_\_\_\_\_  
 Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Non-Profit Group?    Yes     No                       Government Agency?    Yes     No   
 Mailing Address \_\_\_\_\_  
 Billing Address (For Government Agencies) \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Name/Type of Event \_\_\_\_\_ Number of people attending \_\_\_\_\_  
 Will there be any special ceremonies or events? Yes  No  If yes, what will they be? \_\_\_\_\_

Date of Event ____/____/____	Alternate Date ____/____/____
Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Date of Event ____/____/____	Alternate Date ____/____/____
Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Date of Event ____/____/____	Alternate Date ____/____/____
Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Date of Event ____/____/____	Alternate Date ____/____/____
Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

**Facility Requested (check one) (No Thursdays)**

- Eldon Harvey Auditorium (Holds 150 Auditorium, 70 Classroom)
- Walsh Room (Holds 45 Auditorium, 21 Classroom)
- Cochran Room (Holds 12 with conference table)
- Station 43 Lauterbach Room (Evenings & weekends only) (Holds 49 Auditorium, 23 Classroom)
- Station 42 (Three Lakes) - Downstairs (Holds 25)
- Station 40 (Foster Slough) - Downstairs (Holds 26)

**Service/Equipment Requested**

- Overhead Projector
- Slide Projector
- TV/VCR

**Room Set up (check one) (You may be asked to help set up)**

- Classroom Style (Tables and Chairs)
- Auditorium Style (Chairs Only)
- U-Shape Table

**Return Application to:**  
**Sharon Wilson**  
**Snohomish Fire & Rescue**  
**P.O. Box 820**  
**Snohomish, WA 98291-0820**  
**Fax 360-568-2143**  
*Checks should be made out to:*  
**Snohomish Fire & Rescue**

The undersigned hereby makes application to the Snohomish Fire & Rescue for use of District facilities described above and certifies that the information given in this application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that he/she will observe all rules and regulations of the Board of Commissioners and Fire Chief/Facility Coordinator of the building in which the facilities are requested. **The applicant further agrees to reimburse Snohomish Fire & Rescue for any damage arising or excess cleaning from the applicant's use to said facilities.**

The applicant agrees that the Fire District and its agents or employees will not be liable for any damage to person or property by reason of negligent acts of applicant, its agents, employees, invitees, or subcontractors. Applicant agrees to protect, indemnify for costs, legal and other expenses, and hold harmless the Fire District and its officers, employees, directors and agents from claims, liability suits arising from injury to person or property from negligent acts of applicant, its agents, employees, invitees, or subcontractors.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

# FACILITIES USER EXPECTATIONS AND RESPONSIBILITIES

*You are responsible to read all of these rules and regulations and must adhere to all of the following.*

1. **USE OF MEETING ROOMS ONLY:** The room that is scheduled is the only area that your event should be held. The outside areas and parking lot may NOT be used for your class or meeting without **prior** approval. The kitchen area is off limits. (Except for pre-meeting coffee preparation in appropriate areas, etc.) When using meeting room at Station 40 (Foster Slough Station), users must only occupy the downstairs area of the station – the upstairs is used for the on-duty crew only (all other areas are off limits).
2. **INTERNET ACCESSABILITY:** Internet access is not included in room rental. Snohomish Fire & Rescue has a strict internet policy which makes access for non-department members unavailable. This rule will be reviewed for public agencies on a case-by-case basis if a written request is received three working days previous to the date of room rental. There will be a minimum charge of \$50.00 per day.
3. **MISUSE OF FURNISHING:** Please do not move or misuse furnishing. Requests for set-ups should be made on the Application for Use document and turned in prior to room usage. We will set up the room as you requested (You may be asked to help).
4. **MISUSE OF EQUIPMENT:** Misuse or damage to District equipment causes the cost of facilities use to be higher for all our customers. Please handle equipment appropriately. You may be billed for damaged equipment. Your requests for equipment should be made 24 hours in advance of the scheduled meeting.
5. **MAXIMUM OCCUPANCY:** Please observe the posted occupancy limit.
6. **FIRE CODE COMPLIANCE:** The International Fire Code is used to regulate usage of all District facilities. Applications shall be scrutinized for uses that require special inspections / permits and the user shall be notified prior to the event.
7. **HOURLY RESERVATIONS:** Rooms are reserved for a four-hour minimum period and hourly thereafter. Breaks are included in the room rental time. Schedules are planned around your reservations. Please begin and end your meetings promptly at the reserved times. Additional fees are assessed for meetings held over their four-hour period.
8. **ROOM SET-UPS:** Indicate in application process what type of room set up you would like. (You may be asked to help set up.)
9. **LOST ARTICLES:** The District is not responsible for lost or stolen items. Any items found will be turned over the front office staff and may be claimed by identifying the item n person or calling 360-568-2141.
10. **MESSAGES:** The Department members do not relay messages to customers reserving rooms. Please make other arrangements.
11. **ALCOHOL / TOBACCO:** No alcohol is allowed on District property. Tobacco products are not allowed in or around Department facilities.
12. **CLEAN UP:** All clean up will be the responsibility of the user. Any cost incurred by the District associated with your use will be billed accordingly. On the day of event, contact on-duty personnel for clean-up material (vacuum, etc.) Leave conference rooms looking like they did when you entered them. Turn off lights in conference rooms. Let someone know you are leaving.
13. **ANNOUNCEMENTS:** Let people attending meeting or event know at the beginning of event the location of restrooms and that they may only use the room, lobby, restrooms and outside areas during event.
14. **SUPPLIES:** User should bring any office supplies that will be used during meeting / event. This includes appropriate amount of document copies used in class.
15. **THE PERSON IN ORGANIZATION** indicated on application will be responsible for payment of all charges.
16. **CANCELLATIONS** will need to be made at least 3 business days in advance or fee will not be reimbursed. Snohomish Fire & Rescue reserves to right to cancel any event should the facility be needed for Department business.

*I have **read** the rules and regulations above and agree with the guidelines as established.*

ORGANIZATION NAME \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_



# FACILITIES FEE SCHEDULE

**Payments for room use must be made by check at least three days prior to date of use. Government Agencies will be billed for room use.**

### Harvey Auditorium

Maximum Capacity – 150 Auditorium, 70 Classroom

Government & Non-Profit Groups \$70 per 4 hr min / \$17.5 each additional 1 hr period  
For Profit Groups \$135 per 4 hr min / \$35 each additional 1 hr period

### Walsh Room

Maximum Capacity – 45 Auditorium, 21 Classroom

Government & Non-Profit Groups \$35 per 4 hr min / \$10 each additional 1 hr period  
For Profit Groups \$70 per 4 hr min / \$17.5 each additional 1 hr period

### Cochran

Maximum Capacity – 12 with conference table

Government & Non-Profit Groups \$20 per 4 hr min / \$5 each additional 1 hr period  
For Profit Groups \$45 per 4 hr min / \$11 each additional 1 hr period

### Station 43 - Lauterbach Room

Maximum Capacity – 49 Auditorium, 23 Classroom

Government & Non-Profit Groups \$35 per 4 hr min / \$10 each additional 1 hr period  
For Profit Groups \$70 per 4 hr min / \$17.5 each additional 1 hr period

### Station 42 – Downstairs meeting room

Maximum Capacity – 25

Government & Non-Profit Groups \$35 per 4 hr min / \$10 each additional 1 hr period  
For Profit Groups \$70 per 4 hr min / \$17.5 each additional 1 hr period

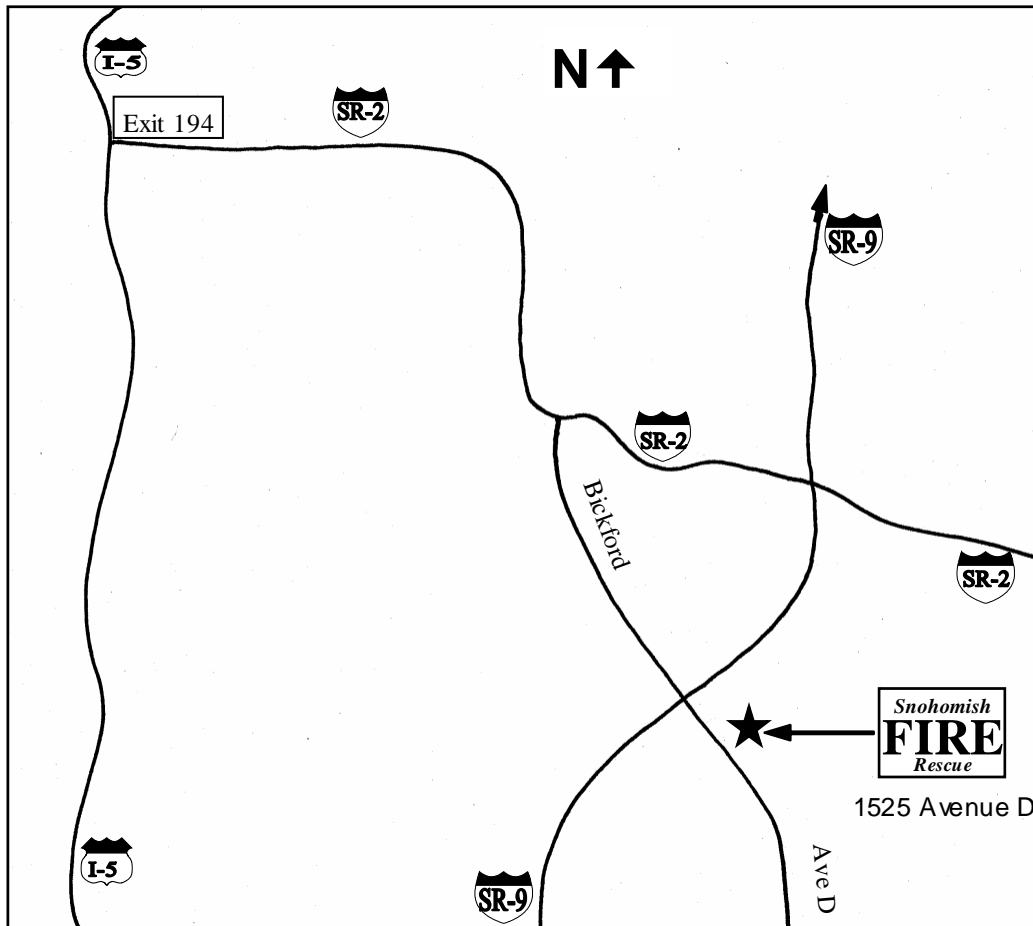
### Station 40 - Downstairs meeting room

Maximum Capacity – 26

Government & Non-Profit Groups \$35 per 4 hr min / \$10 each additional 1 hr period  
For Profit Groups \$70 per 4 hr min / \$17.5 each additional 1 hr period

- An internet user fee of \$50 per meeting date will be added for who wish to use the Fire District’s internet services with pre-approval.
- Groups that require an onsite Fire District representative shall be charged an hourly rate for all regular and overtime hours based on the total compensation rate for the assigned person.

## Map and Directions To Sno Co FD #4 (Snohomish Fire/Rescue)



**FROM INTERSTATE 5:** From Interstate 5 take Exit 194 onto SR 2 (Wenatchee/Snohomish exit). Cross the long trestle staying on the four-lane SR 2 highway for 4 miles to the first Snohomish exit. Take the exit (right) and travel south on Bickford Avenue for four miles entering into the north end of the City of Snohomish at the flashing fire signals. Stop at the four-way stop. Fire Station is on the left (*gray block building with big blue doors with red/white fire apparatus parked in front*).

**FROM INTERSTATE 405:** Go north on Interstate 405 to Exit 23. Take Exit 23 (right turn) onto SR 522 (Wenatchee/Monroe) and head east for approximately three miles to the SR 9 Exit (Snohomish/Arlington). Turn right onto the SR 9 on ramp and left (north) at the signal. Go north on SR 9 for approximately ten (10) miles. Cross the Snohomish valley and the Snohomish River passing the first Snohomish exit at the bridge. Proceed approximately two (2) miles past the Snohomish River bridge to the second Snohomish exit and turn right onto Avenue 'D'. Travel approximately three (3) blocks south on Avenue 'D' and the Fire Station is on your left (*gray block building with big blue doors and red/white fire apparatus parked in front*).

**FROM EAST ON SR 2:** Travel on SR 2 to approximately milepost 5 and the SR 9 exit. Turn south on SR 9 and travel for approximately three (3) miles to the Snohomish exit onto Avenue 'D'. Turn left at the exit and travel approximately three (3) blocks south on Avenue 'D'. The Fire Station is on your left (*gray block building with big blue doors and red/white fire apparatus parked in front*).