



# FACILITY USE APPLICATION

Please fill out application in its entirety. Forms must be submitted to Snohomish Fire District 4 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 ____/____/____	Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	(Full Hour Increments)
Date of Event ____/____/____	Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	(Full Hour Increments)
Date of Event ____/____/____	Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	(Full Hour Increments)
Date of Event ____/____/____	Start Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	End Time ____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	(Full Hour Increments)

**Facility Requested (check one) (No rooms available on the 2<sup>nd</sup> Thursday of the month)**

- Eldon Harvey Auditorium (Holds 90 Auditorium, 50 Classroom)
- Walsh Room (Holds 48 Auditorium, 24 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 26 Classroom)

**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 District 4  
P.O. Box 820  
Snohomish, WA 98291-0820  
Fax 360-568-2143  
*Checks should be made out to:  
Snohomish Fire District 4*

The undersigned hereby makes application to the Snohomish Fire District 4 for use of Fire 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 District 4 for any damage arising or excess cleaning from the applicant's use to said facilities. Any reimbursement must be made to Snohomish Fire District 4.**

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.

The applicant has read the "Facilities User Expectations and Responsibilities" on the following page and agrees with the guidelines as established.

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.)
2. **PARKING:** Parking for Station 43 will be in the lot on the east side of the station. If overflow parking is needed, it will be in the School District parking lot north of the Educational Annex building.
3. **INTERNET ACCESSABILITY:** Internet access is not included in room rental. Snohomish Fire District 4 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.
4. **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).
5. **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.
6. **MAXIMUM OCCUPANCY:** Please observe the posted occupancy limit.
7. **FIRE CODE COMPLIANCE:** The International Fire Code is used to regulate usage of all Fire District facilities. Applications shall be scrutinized for uses that require special inspections / permits and the user shall be notified prior to the event.
8. **HOURLY RESERVATIONS:** Rooms are reserved for a two-hour minimum period and hourly thereafter. Breaks and set up/clean up 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 two-hour period.
9. **ROOM SET-UPS:** Indicate in application process what type of room set up you would like. (You may be asked to help set up.)
10. **LOST ARTICLES:** The Fire 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 in person or calling 360-568-2141.
11. **MESSAGES:** The Fire District members do not relay messages to customers reserving rooms. Please make other arrangements.
12. **ALCOHOL / TOBACCO:** No alcohol is allowed on Fire District property. Tobacco products are not allowed in or around Department facilities.
13. **CLEAN UP:** All clean up will be the responsibility of the user. Any cost incurred by the Fire 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.
14. **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.
15. **SUPPLIES:** User should bring any office supplies that will be used during meeting / event. This includes appropriate amount of document copies used in class.
16. **THE PERSON IN ORGANIZATION** indicated on application will be responsible for payment of all charges.
17. **CANCELLATIONS** will need to be made at least 3 business days in advance or fee will not be reimbursed. Snohomish Fire District 4 reserves to right to cancel any event should the facility be needed for Fire District business.

Admin/Forms



# 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 – 90 Auditorium, 50 Classroom

Government & Non-Profit Groups \$50 per 2 hr min / \$25 each additional 1 hr period  
For Profit Groups \$80 per 2 hr min / \$40 each additional 1 hr period

## **Walsh Room**

Maximum Capacity – 48 Auditorium, 24 Classroom

Government & Non-Profit Groups \$30 per 2 hr min / \$15 each additional 1 hr period  
For Profit Groups \$60 per 2 hr min / \$30 each additional 1 hr period

## **Cochran**

Maximum Capacity – 12 with conference table

Government & Non-Profit Groups \$15 per 2 hr min / \$7.50 each additional 1 hr period  
For Profit Groups \$30 per 2 hr min / \$15 each additional 1 hr period

## **Station 43 - Lauterbach Room**

Maximum Capacity – 49 Auditorium, 23 Classroom

Government & Non-Profit Groups \$30 per 2 hr min / \$15 each additional 1 hr period  
For Profit Groups \$60 per 2 hr min / \$30 each additional 1 hr period

## **Station 42 – Downstairs meeting room**

Maximum Capacity – 26

Government & Non-Profit Groups \$30 per 2 hr min / \$15 each additional 1 hr period  
For Profit Groups \$60 per 2 hr min / \$30 each additional 1 hr period

- 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.