



# CITY OF COEUR D'ALENE

## FIRE DEPARTMENT

300 E FOSTER AVENUE  
COEUR D'ALENE, IDAHO 83814  
TEL (208) 769-2340  
FAX (208) 769-2343

### **Public Use Agreement - Station 3 Training Room 1500 N 15th St. Coeur d'Alene, ID 83815**

The Coeur d'Alene Fire Department's Station 3 Training/Meeting Room is available to **NON-PROFIT** groups and organizations complying with prescribed regulations. The meeting room is designed to meet general informational, educational, cultural, and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, etc.

No fee will be charged for use of the meeting room

All meetings and programs must be free, open and accessible to any member of the public

1. The Fire Department may deny the use of the meeting room to an applicant if in the department's opinion:
  - a. the purpose of the meeting or activity is illegal or potentially hazardous
  - b. the meeting presents health or security risks
  - c. the conduct of the meeting interferes with the functioning of the Fire Department
  - d. the applicant has not provided satisfactory adult sponsorship and supervision for the meeting
  - e. the applicant has failed to comply with these or other City regulations.

2. The Fire Department meeting room shall not be used for religious services

3. The Fire Department meeting room shall not be used for the purpose of assisting the campaign for election of any persons to any office, or for the promotion or opposition of any ballot issue. The meeting room may be used for general political purposes, such as information sharing, organizational meetings, election issues, or candidate forums, and will be available on a nondiscriminatory, equal-access basis.

### **Reservations**

4. Priority for use of the meeting room will be given to the Fire Department and city sponsored meetings and programs, including City of Coeur d'Alene departments, boards, commissions and elected bodies as well as meetings and programs sponsored by groups and organizations affiliated with the City of CDA.

5. Groups may not reserve the meeting rooms any further in advance than **30 days**,  
(*With the exception of the Fire Department and the City of Coeur d'Alene*).

6. No private parties such as wedding showers, birthday parties, etc. will be allowed

7. When making a reservation, please provide: Name of organization and name and telephone number of the responsible person

8. Individuals or groups using the meeting rooms must sign the meeting room agreement, and send it back to fire department headquarters [CDAFire@cdaid.org](mailto:CDAFire@cdaid.org) or fax to 208-769-2343

- The meeting room capacity is about **40** people, and there is a power point available. The facility also has a sink and restroom available.
- The meeting room is available for meetings from 8:00 a.m. to 9:00 p.m. 7 days a week.  
Exceptions include meetings authorized by the Fire Chief.
- Organizations holding meetings assume responsibility for any damage to the rooms or contents
- Smoking is not permitted
- No cooking. Snacks and Coffee are allowed.

Areas must be cleaned following use. If your group drinks the coffee provided, donations are requested.

• **Organizations or groups using the rooms are required to leave the room as neat and orderly a condition as they found it.**

- Group activities involving more than normal wear and tear will not be permitted.
- Use of the Fire Department meeting room does not constitute City of Coeur d'Alene's endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.
- An admission or registration fee may not be charged at any meeting. Sales of goods or services are prohibited, but donations may be accepted to recover meeting materials costs.
- Equipment, supplies, materials, or other items owned by a community group or used by them in the Fire Department are not the responsibility of the Fire Department, nor can they be stored in the building.
- The Fire Department telephones are not available to meeting room users.
- The Fire Department meeting room is handicapped accessible. It is the responsibility of the group holding meetings to provide ADA compliance for their programs.
- Failure to abide by the Fire Department meeting room policy and rules of conduct may result in the cancellation of or refusal of future reservations.
- The Shift on duty is authorized to deny permission to use the Meeting Room or terminate any meeting in progress to any group which is disorderly in any way, or which violates these regulations.

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Non-Profit Organization Name

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Signature

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Date