

# Reservation of the Tridell Multipurpose Room Policy

## Reserving the multipurpose room at the Tridell Fire Station

The Uintah Fire District makes the multipurpose space available to community members as part of the existing community hub for the people we serve. The space is available and encouraged to be used for trainings, meetings, presentations, family gatherings, and community events.

- Rooms may be reserved up to **2 months** in advance.
- The district may provide chairs and tables for use inside the building, but **event sponsors are responsible for set-up and tear-down.**
- Cleaning the multipurpose room, restrooms, and warming area will be responsibility of those that reserved the building.
- Those that reserve the multipurpose room will please record how many people attended their reservations on provided clipboards.
- Priority will be given to those living in the Tridell Community
- Businesses are welcome to use UFSSSD rooms, however, for-profit activities are not allowed.
- Non-profits may be required to provide proof of legal status in order to use the rooms.
- 148 people is the room capacity limit and must comply with fire safety guidelines
- For groups under 50, a \$50 non-refundable deposit will be required. It will not need to be paid again for future uses unless damage or a need for additional cleaning is found.
- Groups larger than 50 will incur a \$100 impact fee per use each day, with a \$100 non-refundable deposit. The deposit will not need to be paid again for future uses unless damage or a need for additional cleaning is found.
- Fees may be waived for governmental, active LTFD Fire Fighters, and religious use.
- Read our [full policy](#) on multipurpose room use.

## UFSSSD Tridell Multipurpose room Policy

### **1. PURPOSE**

**1.1** The Uintah Fire District (UFSSSD) Tridell Multipurpose room are available for use by the UFSSSD and the community at large in conducting programs, activities, family gatherings and meetings under the conditions of use outlined below.

**1.2** The UFSSSD Director will designate a UFSSSD staff person(s) who will schedule and coordinate use of the multipurpose rooms.

**1.3.** UFSSSD activities shall take precedence in scheduling over non-UFSSSD programs.

**1.4** Uintah Fire District UFSSSD encourages use of the UFSSSD multipurpose room for non-profit community activities, meetings, family gatherings, and programs.

**1.5** The ideas and opinions expressed during non-Fire District sponsored events held in reserved Tridell multipurpose room do not necessarily reflect the ideas and opinions of the Uintah Fire District or its employees or volunteers.

### **2. CONDITIONS OF USE**

**2.1** The UFSSSD Tridell Multipurpose room is available for use by community civic, educational, governmental, family, and cultural groups insomuch as such meetings:

1. Are scheduled prior to the activity by contacting the designated UFSSSD staff person(s) or completing an online room request, which will then be approved by the designated UFSSSD staff person(s).
2. Are scheduled only within the normal operating hours of Uintah Fire District UFSSSD. (8:00am-5:00pm Monday-Friday) phone (435)781-6755
3. Building use hours are 6:00am to 10:00pm. No over night stay in the building.
4. Community civic, educational, governmental, and cultural groups may use the multipurpose rooms as long as meetings are open to the public for nonprofit community activities, meetings, and programs.
5. Are noncommercial and non-revenue generating.
6. Do not entail a cover charge or participation fee.

7. Are held in a manner that does not infringe upon other UFSSSD activities, or the normal day-to-day operations of the UFSSSD.
8. Meet accepted community standards with regard to subject matter. No offensive, nuisance, illegal, or inappropriate activity in or near building.
9. Do not infer UFSSSD sponsorships or agreements with either the sponsoring organizations or the ideas expressed at the meeting.
10. Are not scheduled further than two months from the date of request.
11. No alcohol, drugs, or anything illegal can be sold, consumed, manufactured or distributed in or near premises. No smoking or tobacco will be allowed on the premises. Open flames (candles, lanterns, etc.) are not permitted.
12. Activities must follow state laws regarding use of a public funded building.
13. No animals allowed inside the building, follow ADA, State and Federal laws.
14. No tacks, nails, tape allowed on ceilings, walls, floors or doors. Activities using balls are prohibited.
15. UFSSSD tables, chairs and media equipment are for use in the multipurpose room only.
16. Any Tridell community owned items will be the responsibility of the Tridell community. Please contact them for use and or questions.
17. Do not use the name or the address of the UFSSSD as the official address, mailing address, or headquarters of any individual or groups using multipurpose room.
18. UFSSSD may have agreements with entities that may have additional terms of use.

### **3. RECURRING MEETINGS and Use**

**3.1** Individuals and groups with a need to utilize the multipurpose room on a recurring or regular basis will be accommodated with the understanding that no tenure or priority exists in multipurpose room use beyond these policies and regulations. In establishing these policies and regulations, it is the purpose of the UFSSSD to balance the need of individuals and groups to engage in regularly scheduled meetings, with the reasonable expectation of other individuals and groups in the community to have fair access to UFSSSD multipurpose room on dates and at times consistent with their needs.

**3.2** Individuals and groups needing to schedule the multipurpose room on a regular weekly basis may do so for up to 8 consecutive weeks, no more than twice per week. They can renew their request for an additional 8 weeks following their sixth-week meeting, provided no other meetings have been scheduled that would preclude the renewal.

**3.3** Individuals and groups needing to schedule the multipurpose room on a regular monthly basis may do so for up to two consecutive months, no more than twice per month. They can renew their request for an additional two months following their third meeting, provided that no other meetings have been scheduled that would preclude the renewal.

**3.4** Individuals or groups who schedule recurring reservations but fail to appear for two reservations in a row, without notifying the UFSSSD within 24 hours of the cancellation, will lose the remaining recurring reservations and will lose the privilege to make recurring reservations for six (6) months.

**3.5** The multipurpose room may be reserved on nationally recognized holidays. UFSSSD reserves the right to make the room available for half or part of that day so that other groups or individuals may have the opportunity. Individuals or groups that have it reserved for a holiday will not be able to reserve it for the following year to give others the opportunity. The room may not be reserved for both Thanksgiving and Christmas of the same year by the same individual or group. If the room is not reserved within one week of the holiday by another party, the room may be reserved by an individual or group that had it the last calendar year or last holiday.

#### **4. CANCELLATIONS OR REFUSALS**

**4.1** Uintah Fire District UFSSSD may cancel or refuse to schedule meetings under the circumstances where:

1. Planned meeting content does not meet UFSSSD policy.
2. Event sponsors have previously failed to follow proscribed protocol as outlined in UFSSSD policy.
3. In response to a declared emergency.
4. In response to an order from the local Health Department.
5. Due to a scheduling conflict.

**4.2** Refusals may be appealed to the UFSSSD director and further to the UFSSSD board.

**4.3** Decisions made by the UFSSSD board are final.

**4.4** The UFSSSD may cancel an already scheduled event if there is a scheduling conflict or if information comes to light indicating that an already calendared meeting does not meet the established conditions of use.

**4.5** Every effort will be made to notify the meeting group in a timely manner of this cancellation. If a cancellation is made because of scheduling difficulties, efforts will be made to reschedule the event in another, non-conflicting time slot.

**4.6** If the multipurpose room is no longer needed for any reason, the Event Sponsor must contact the UFSSSD as soon as possible, and not less than 24 hours prior to the event, so the room may be made available to others. Multiple violations of this section could result in a loss of reservation privileges for a specified amount of time depending on the severity of the violations.

**4.7** Individuals may not reserve the multipurpose room as a “placeholder” for an event.

**4.8** Individuals or groups using the multipurpose room must have the following information available prior to reserving the multipurpose room:

1. Contact Information including email;
2. Proof of liability insurance for companies, government, and established organizations for the amount of no less than \$1,000,000 (the Fire District reserves the right to do a risk assessment of each activity and require greater coverage if deemed necessary);
3. Requested date;
4. Start time, including set-up time;
5. End time, including tear down time; **and**
6. Event description and use.
7. Payment for deposit, and impact fee (if applicable)

## **5. USE OF THE FACILITY AND EQUIPMENT**

**5.1** The individual submitting the room request is responsible for maintaining order at the meeting and ensuring that the number of people in the multipurpose room does not exceed that allowed by the current fire code. 148 people is the room capacity limit and it must comply with fire safety guidelines. Building will not be left unattended and will remain under adult supervision during the use of the building. The individual submitting the room request is also responsible for those in attendance and care of the room, furnishings and equipment. This includes picking up and disposing of

any papers or clutter, and placing trash in designated receptacles and take to dumpster, removing all food, mop floors, clean all hard surfaces, clean bathrooms.

**5.2** The UFSSSD will hold the applicant financially liable for any damage to UFSSSD property that occurs during the meeting or program. Failure to comply may result in a denial of future multipurpose room use for both the applicant and group using the room for a period of one year, and in cases of property damage, may result in legal action. In no instance will an individual or group be allowed use of multipurpose rooms if the individual or group has failed to pay for past damages to the premises, furnishings or equipment.

**5.3** Organizers are encouraged to discuss their unique uses of the building in advance. Internet access may be available for meeting groups using the Strata Hot Spot.

1. Hot spot use will be subject to Strata's use policy.
2. Such internet access does not represent a security threat to the existing UFSSSD network.
3. Groups must supply their own computer equipment.
4. Will not use internet for inappropriate or illegal use in or near premises.

**5.4** While UFSSSD chairs and tables are available for group use, the group assumes responsibility for setting these up prior to the meeting and putting these away following the meeting. UFSSSD tables and chairs and media will remain in the building. **The UFSSSD multipurpose room, warming area, and restrooms must be left in pre-event condition.**

**5.5** Food warming facilities are available. Food may be served as long as reasonable efforts are made to clean up the facility following the meeting. Drinks using dyes, such as punch, may not be served. All appliances, counters and floors must be cleaned. All food removed, and trash taken to the dumpster.

## **6. LIABILITY**

**6.1** Uintah Fire District UFSSSD assumes no responsibility either for the use of the facility or the ideas expressed within. Individuals and groups using the UFSSSD multipurpose room, surrounding facility, and premises do so at their own risk and liability. User agrees to defend, indemnify, and hold harmless UFSSSD and Lapoint-Tridell Fire Department, it's employees and agents from and against all liability, claims, suits, damages, expenses, and losses, including expenses of litigation, in any manner resulting from or connected

with any loss or damages to any property or person caused by or resulting from any act or omission of the user's guests or visitors during the event.