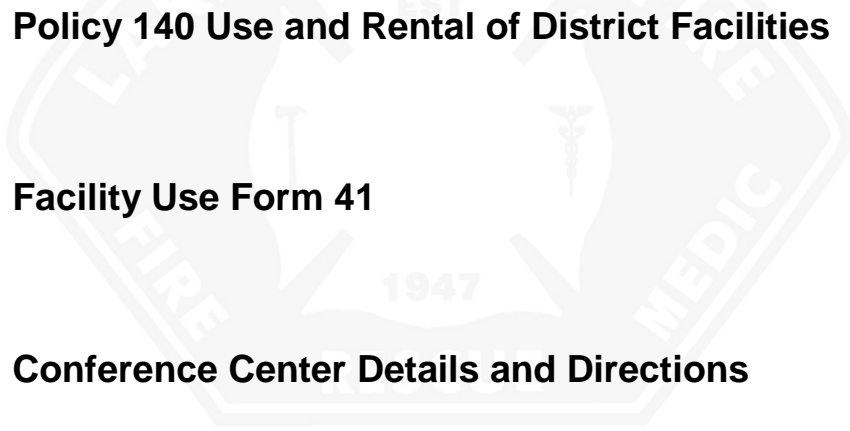


Lake Stevens Fire Facility Use Packet

- 
- I. Policy 140 Use and Rental of District Facilities
 - II. Facility Use Form 41
 - III. Conference Center Details and Directions
 - IV. Station 82 Conference Room Details and Directions

Use and Rental of District Facilities

1.0 PURPOSE:

The intent of this policy is to have a system to facilitate scheduling of designated facilities throughout the District.

| <u>Station</u> | <u>Use</u> | <u>Capacity</u> |
|--------------------|--------------------------------------|-----------------|
| 82 Conference Room | District & Public Use | 24 |
| 83 Training Tower | Emergency Services Only | N/A |
| Conference Center | District & Public Use | 120 |
| Boardrooms | Governmental Use During Office Hours | |

2.0 PROCEDURE:

2.1 Individuals or groups requesting the use of a District facility will comply with the following guidelines.

2.2 All guest groups will complete the Facility Use Form 41 prior to using the 83 Training Tower, the S82 Conference Room, or the Conference Center. This form is requested 10 business days prior to the event. Requested reservations with less notice will be considered on a case by case basis. Lake Stevens Fire members are exempt from filling out the Facility Use Form 41 for their on-duty use of District facilities other than the Conference Center, however the District resource calendar must be updated as stated in 2.6.

2.2.1 The completed Facility Use Form should be sent to the following email address: facilityuse@lsfire.org or mailed to the following address: Lake Stevens HQ Office, Attn: Facility Rental, 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

2.3 Fee Schedule for Conference Center

2.3.1 Recurring reservations will need to be preapproved by the Fire Chief or designee.

2.3.2 All guest groups are expected to clean the Conference Center after their event or pay the standard cleaning fee. Cleaning the Conference Center includes the following: vacuum, clean floors, sanitize bathrooms, empty garbage/replace liners, clean kitchen, clean whiteboard, stack and return chairs to closet, as well as clean and return tables to closet.

2.3.3 See Appendix A for Conference Center rental fees.

2.4 The Conference Center kitchen is not commercial grade and any type of cooking that produces grease vapors is not permitted by the guests or groups.

Use and Rental of District Facilities

- 2.5 The Communications Division oversees the scheduling and rental of all District facilities and properties.
- 2.6 All scheduling shall be recorded on the District resource calendar. The following information will be posted on the calendar when an event is scheduled:
 - 1. Contact information of responsible individual requesting facility
 - 2. Name of organization
 - 3. Purpose for which room will be used
 - 4. Beginning and ending times
 - 5. Which facility being reserved
 - 6. Name of District member posting reservation
 - 7. Date reservation is posted
 - 8. All reservations for the Conference Center should be color coded orange
- 2.7 Facilities are reserved on a first come, first served basis. Recurring reservations are allowed within the current year, January through December. Reservations beyond the calendar year require the approval of the Fire Chief or designee. District functions may pre-empt public functions.
 - 2.7.1 Recurring reservations for the Station 82 Conference Room are permitted up to a maximum of six reservations at a time.
 - 2.7.2 There will be a \$10 charge for each change to a Station 82 Conference Room reservation affecting date and / or time from original request.
- 2.8 See Conference Room Details for additional set up information.
- 2.9 Political activities that violate RCW 42.17A.555 are strictly prohibited.
- 2.10 For profit organizations, groups, or individuals must be approved by the Fire Chief or designee to use the Station 82 Conference Room. Guest groups who are charging for their events will be referred to the Conference Center.
- 2.11 The boardrooms located at headquarters are reserved for Lake Stevens Fire personnel only unless approved by the Fire Chief or designee. The scheduling of these boardrooms will be placed on the resource calendar if other than for legislative or administrative business of the District.
- 2.12 The following restrictions apply to all guest groups:
 - 2.12.1 The use of the facility will not violate applicable state laws or county ordinances.
 - 2.12.2 It is the applicant's responsibility to state on the Facility Use Form 41, in detail, the intended use of the facility.

Use and Rental of District Facilities

- 2.12.3 Keys to facilities will not be issued to guest groups. The responsible individual for each group will be given a temporary code which will allow access to the facility during their scheduled time.
- 2.12.4 No decoration or application of material to walls or floors will be allowed without the permission of the District. Masking tape and 3M hooks are preferred for hanging decorations, as push pins and thumb tacks are not permitted.
- 2.12.5 Smoking is prohibited on District grounds.
- 2.12.6 Alcohol is prohibited except in strict conformance with the terms and conditions established in Appendix B.

- 2.13 All guest groups will leave the premises in a neat and clean condition at the completion of the activity. The facility should be left in the same fashion as it was set up when the guest group arrived or as directed by District personnel at the time of registration. The District will make every attempt to have basic cleaning supplies available at the Conference Center and the Station 82 Conference Room for the convenience of the guest groups. A cleaning checklist will be provided in the Conference Center and additional charges will apply to Conference Center groups if room is not left in a clean fashion.

- 2.14 All applicants will be responsible for any damage to the facility or equipment located within the facility and for the loss or destruction of any equipment.

- 2.15 The District will not be responsible for the loss, damage, or destruction of any personal property brought to the facility by the user of the facility or the user's guests.

- 2.16 All applicants must exercise the proper care in the use of District premises and agree to protect, indemnify, and save Lake Stevens Fire harmless from all liability resulting from use of the requested facilities.

- 2.17 The applicant must provide proof of insurance coverage or financial responsibility for all activities to be conducted at the Station 82 Conference Room or Conference Center when so requested by the District.

- 2.18 Rental time reserved for District facilities includes time needed for set up, event, and clean up.

- 2.19 The noise curfew for Lake Stevens is 10pm. All sound amplification including speakers, live bands, loud noises, etc. will be reduced by 10pm daily so as not to be heard outside the building in respect for our neighbors. The Station 82 Conference Room is closed as of 10pm daily. The Conference Center is closed as of midnight daily.

Use and Rental of District Facilities

- 2.20 If a conflict with scheduling should occur and two groups arrive to use the same room, every effort should be made to accommodate both groups. A follow up memo should be sent through the chain of command to identify the problem and future solutions.
- 2.21 Exceptions to any provision of this policy may be approved by the Fire Chief or designee and identified on the Facility Use Form 41.
- 2.22 Lake Stevens Fire reserves the right to cancel any permit given and refund any payment made for the use of Lake Stevens Fire facilities where it deems such action advisable and in the best interest of Lake Stevens Fire.
- 2.23 The applicant will notify the Communications Division of any cancellation of previously scheduled facilities with two weeks notice to plan accordingly. A 15% processing fee will be charged to all Conference Center cancellations, unless the applicant chooses to reschedule their event at the Conference Center.
- 2.24 Lake Stevens Fire reserves the right to modify this policy at any time. Recurring groups will be given at least one month's notice regarding any changes to their original application.

3.0 REFERENCES:

RCW 42.17A.555
Facility Use Form 41
Conference Room Details

4.0 ATTACHMENTS:

Appendix A Conference Center Rental Fee Schedule
Appendix B Alcohol Policy and Requirements

Use and Rental of District Facilities

Appendix A

| | |
|---|---|
|  | <p>CONFERENCE CENTER RENTAL FEE SCHEDULE</p> |
|---|---|

| Inside Lake Stevens | | | | | | | |
|---------------------|--------|-----------------------|--------|---------|--------|--------|---------|
| Government | | Non-Profit / Personal | | | Profit | | |
| Number of People | 1-120 | 1-50 | 51-100 | 101-120 | 1-50 | 51-100 | 101-120 |
| Hourly Fee | Exempt | \$30 | \$40 | \$50 | \$45 | \$55 | \$65 |

| Outside Lake Stevens | | | | | | |
|------------------------------------|------|--------|---------|--------|--------|---------|
| Government / Non-Profit / Personal | | | | Profit | | |
| Number of People | 1-50 | 51-100 | 101-120 | 1-50 | 51-100 | 101-120 |
| Hourly Fee | \$40 | \$50 | \$60 | \$55 | \$65 | \$75 |

***All events with alcohol are charged an additional fee of \$380.*

***All wedding / birthday events, without alcohol, are charged an additional fee of \$130.*

Use and Rental of District Facilities

APPENDIX B

ALCOHOL POLICY & REQUIREMENTS

Lake Stevens Fire prohibits alcohol in its fire stations without exception. The District does allow alcohol at the Conference Center subject to and consistent with the terms and conditions of this Appendix and State law.

Having an event involving alcohol at a public facility demands responsibilities and permits that must be documented to fulfill legal and liability requirements. Allow at least 2 weeks for completion of required documents. Without appropriate insurance, licenses and permits alcohol is not allowed at the Conference Center.

If you are requesting permission to have alcohol at your event, the following conditions must be met:

1. The event must be contained within the designated boundaries of the Conference Center.
2. You must request approval to have alcohol at the time the facility is reserved.
3. You are required to obtain all necessary licenses and permits from the Washington State Liquor Control Board (WSLCB). A copy must be provided to Lake Stevens Fire prior to your event.
 - a. All guest groups (profit, nonprofit, government and personal) who plan to serve liquor at their event must get a banquet permit for a fee at any local liquor store or agency.
 - b. You may not directly or indirectly charge for alcohol unless you represent a non-profit corporation with an appropriate license from the Washington State Liquor Control Board.
 - c. Nonprofit guest groups who plan to sell liquor will need to apply for a special occasion license for a fee at any local liquor store or agency at least 45 days prior to the event. All proceeds from the sale of liquor must go directly back into the nonprofit organization. "Selling" includes soliciting donations and most package deals.
4. You are required to provide proof of liability insurance that meets the following requirements:
 - a. Premises liability insurance with a limit of at least \$1,000,000 including "Host Liquor Liability" coverage. Lake Stevens Fire must be named as an additional insured for primary and non-contributory limits of liability. Certificate of liability insurance must be issued to Lake Stevens Fire.
 - b. Certificates of Liability Insurance can be applied for through your personal or commercial insurance agent for a fee and made effective for the one day of your event.

Legislative 140

Use and Rental of District Facilities

5. There will be an additional fee of \$380 charged to all groups who have alcohol at their event.
6. You must ensure that alcohol is NOT consumed by minors (age 20 and under).
7. You must post your liquor license/permit during your event and adhere to all its conditions.
8. Two people from your group must monitor the group to make sure the alcohol remains within the designated areas and a sign must be posted by the guest group saying "NO ALCOHOL BEYOND THIS POINT."
9. You must have at least one designated driver available at all times during your event.
10. You must follow any alcohol risk management guidelines specified by your insurer to ensure that over service does not occur.

Approval Process: At the time the facility is reserved, it must be accompanied by a letter explaining the nature of your event and the circumstances under which alcohol will be served. The required certificate of insurance and WSLCB license/permit must be submitted to the District at least 5 business days prior to your event. Failure to comply with the stated time frames will result in a no alcohol policy for your event.

Facility Use Form 41



Circle Facility Requested: *Conference Center / Station 82 Conference Room / Station 83 Training Tower*

Reservation Date(s): _____

Time Frame of Event: _____

**Note this time frame includes your set up time, event time, and clean up time.*

Number of Guests: _____ Does an additional fee apply? Yes / No

**There is an additional \$380 fee for events with alcohol.*

**There is an additional \$130 fee for weddings & birthdays without alcohol.*

If applicable, explain the nature under which alcohol will be served: _____

If you are requesting to use the *Station 83 Training Tower*, does your agency carry one million dollar per occurrence commercial liability insurance? Yes / No / Not Applicable

Meeting Type / Course: _____

Organization: _____

Circle Type of Group: *Government Agency / Personal / NonProfit Corporation registered with State of WA / Profit*

Is your group within Lake Stevens? Yes / No

Contact Info for responsible individual. Name: _____

Phone: _____ Email: _____

The undersigned acknowledges that they have received and read a copy of the District's *Use and Rental of District's Facilities Policy 140* and agrees to be bound by the terms and conditions contained in the policy. Additional charges will apply if facility is not left in a clean fashion or if Station 82 Conference Room event info is changed from original request.

The undersigned agrees to hold the District harmless from all damages of every kind and nature, including costs and attorney fees incurred by the District, that may be claimed or accrue by reason of any accident in or on the premises resulting from the undersigned's use or occupation of the premises or caused by the acts or negligence of the undersigned or any agent or invitee of the undersigned.

Applicant Signature

Applicant Printed Name

Email Facility Use Form to: facilityuse@lsfire.org

Or Mail to: Lake Stevens Fire / Attn: Facility Rental, 1825 South Lake Stevens Road, Lake Stevens, WA 98258.

Certificate of Insurance/Alcohol Permit should be sent to Lake Stevens Fire / Attn: Facility Rental.

Event reservation will be confirmed once the completed Facility Use Form and payment (if required) are received.

Checks should be made payable to "Lake Stevens Fire".

The following information is required ONLY if you are renting the Conference Center. Additional charges will not be placed on your credit card unless the Conference Center is left in an unclean fashion as determined by the District employee responsible for facility maintenance. This information will be kept confidential and secure, and shredded after the event takes place.

Type of Payment Card: *American Express / Master Card / Visa / Discovery* Expiration Date on Card: _____

Name on Payment Card (please print): _____

Full Number on Front of Card: _____ Last 3 Digits on Back of Card: _____

Billing Address: _____

Lake Stevens Fire Administration Use Only

Reviewed & Posted by: _____

Additional Notes: _____

| | | |
|---|-------------|-----------------|
| Alcohol Permit | (Yes) (N/A) | |
| Certificate of Insurance | (Yes) (N/A) | |
| Rental Fee | (Yes) (N/A) | Amount \$ _____ |
| Additional Fees / Schedule Service Appt | (Yes) (N/A) | Amount \$ _____ |
| Email Confirmation Sent | (Yes) | Total \$ _____ |
| Posted on Conference Center Tracking | (Yes) (N/A) | |

Reference to Legislative Policy 140

LAKE STEVENS FIRE Conference Center Details

Conference Center

10518 – 18th Street SE, Lake Stevens, WA

Total Resources Available:

120 Chairs Total

12 Round Tables Total (60" Round - 8 guests per table)

30 Rectangular Tables Total (18" x 72")

10 Tall Cocktail Tables Total (30" Round)

White Board & Screen (6'6" x 11'6")

Sound System – Laptop Connection, CD Player, iPod Docking Station, DVD & BluRay with remote control, and 1 Microphone Podium

2 Restrooms

1 Kitchen Area with counter space and sink, microwave, oven/stove, refrigerator units, and coffee maker

***Guests can access the internet via Wi-Fi or via wall plugin at the Conference Center. Instructions including the password are posted near the sound system. A cord is also available if guest would prefer to plug in.*

***Please note this is not a commercial grade kitchen and any type of cooking that produces grease vapors is not permitted.*

***We do our best to provide coffee filters and paper towels, however all other supplies need to be provided by the guests (i.e. cups, coffee, sugars, stir sticks, refreshments, plates & napkins, etc.).*

***We will do our best to provide general cleaning supplies/garbage liners located in restrooms and kitchen cabinets.*

***A vacuum, mop, and broom are located in the storage closet.*

Cleaning Instructions

- Clean tables, kitchen and counter tops if used
- Clean microwave if it was used
- Clean floors
- Clean restrooms
- Return room to its original set up
- Take all garbage out to the dumpster and replace garbage liners
- Make sure lights are off and all doors are securely locked before leaving

Thank you!



Conference Center Entrance



Inside Conference Center



Rear of Conference Center



Conference Center Parking

Lake Stevens Fire Conference Center

Cleaning Checklist



We hope you enjoyed your time in the Conference Center. Prior to leaving, please be sure to leave the Conference Center in a clean fashion by taking care of the following details. Thank you!

****Cleaning supplies are located in kitchen & bathroom cabinets for your convenience.**

Bathrooms

- | | |
|--|--|
| | Clean toilet, sink & counter areas |
| | Empty all garbage & replace liners (<i>Extra liners in kitchen cabinets</i>) |
| | Wipe off stains on outside of garbage containers & lids |
| | Clean mirror |
| | Clean floors |
| | Spot check walls & wipe off stains |

Kitchen

- | | |
|--|---|
| | Clean counters |
| | Clean sink area |
| | Clean floor |
| | Empty garbage & replace liner (<i>Extra liners in kitchen cabinets</i>) |
| | Wipe off stains on outside of garbage container & lid |
| | Spot check walls & wipe off stains |
| | Clean inside and outside of microwave if you used it |
| | Clean out refrigerator / freezer / stove / dishwasher if you used them |

Main Room

- | | |
|--|--|
| | Stack chairs 8 high in large closet and 6 high in small closet (<i>Chair dolly located in closet</i>) |
| | Clean tables that were used and return them to the closet |
| | Vacuum carpet |
| | Empty all garbage / recycle & replace liners (<i>Extra liners in kitchen cabinets</i>) |
| | Wipe off stains on outside of garbage containers & lids |
| | Clean off white board if you used it |
| | Spot check walls & wipe off stains |

Hallways

- | | |
|--|------------------------------------|
| | Clean floors |
| | Spot check walls & wipe off stains |
-
- | | |
|--|---|
| | Make sure patio area/grounds are clean and set up as when you arrived |
| | Turn out all the lights |
| | Lock all the doors, remember to lock the kitchen entry door |



Lake Stevens Fire Conference Center Open Flame Devices

The use of open flame devices (candles) are permitted to be used in the Lake Stevens Fire Conference Center under the following conditions.

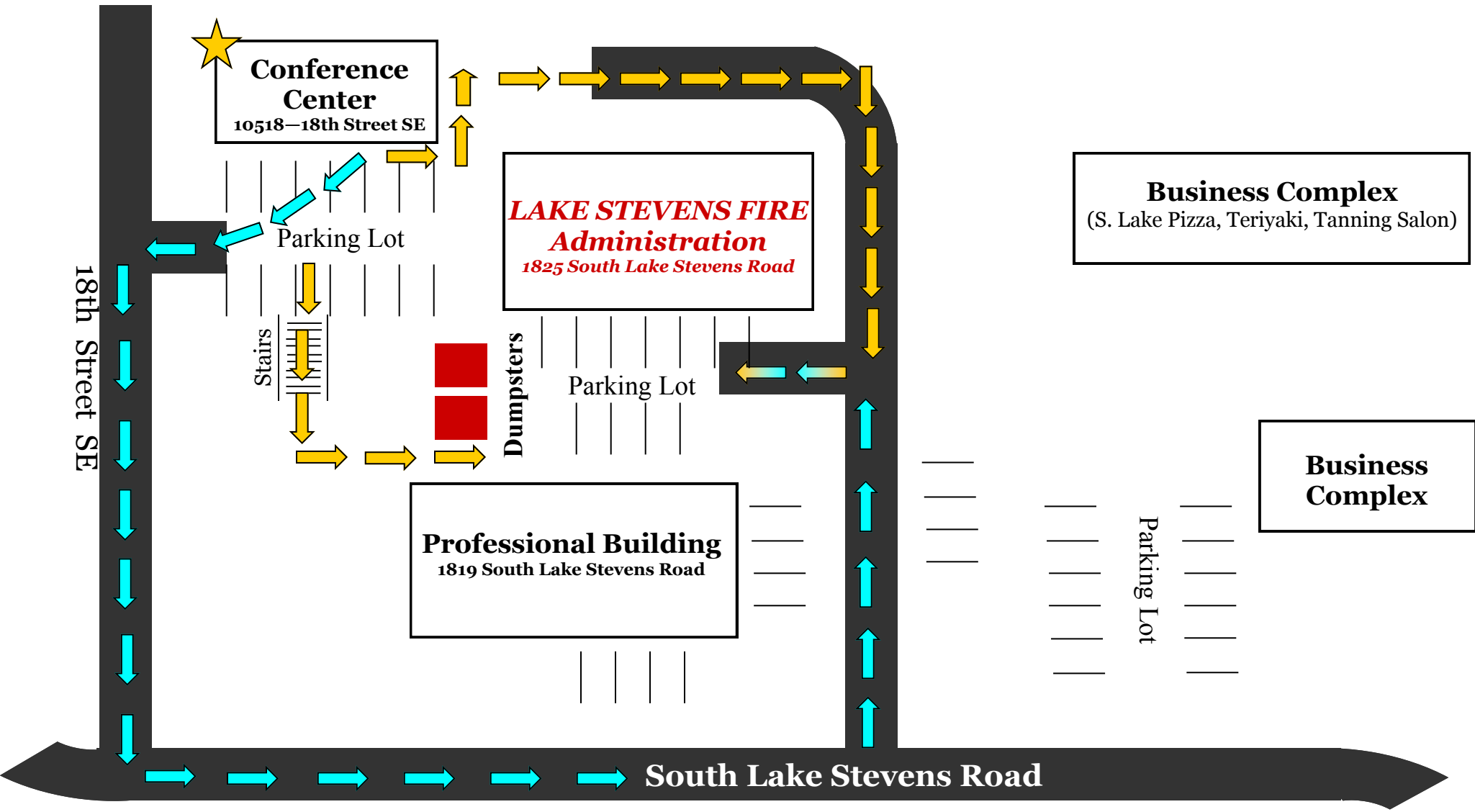
These conditions must be strictly adhered to.



Open flame devices are allowed to be used in the following situations, provided that precautions are taken to prevent ignition of a combustible material or injury to occupants.

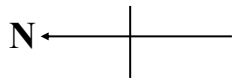
- 1) Candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected.
- 2) The device or holder shall be constructed to prevent spillage of liquid wax at the rate of more than 0.25 teaspoon per minute when the device is not in the upright position.
- 3) The device shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical.
- 4) The flame shall be enclosed except where top opening and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds.
- 5) Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning and be located away from occupants using the area and away from possible contact with drapes, curtains, or other combustibles.
- 6) If adequate safeguards are taken participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one person to another while lighted.
- 7) Candles shall be prohibited in areas where occupants stand, or in an aisle or exit.
- 8) Dripping candle wax shall be collected by the candle holder and not left behind on Conference Center tables, chairs, or floors. In case of failure to do so, the District may bill for cleaning expenses.

LAKE STEVENS FIRE

Administration & Conference Center Site Map



 = Walking access to dumpsters
 = Driving access to dumpsters



Lake Stevens Fire
Conference Center Directions
10518 – 18th Street SE, Lake Stevens, WA 98258

Some GPS units don't have this address yet; however it may have the Burger King address which is located ½ a block before the Conference Center. That address is 1830 South Lake Stevens Road.

Guests are encouraged to carpool.

General Parking traveling on I-5:

- On I-5 **TAKE EXIT 194** east on Hwy 2.
- Approximately 2 miles **TAKE 20th St. SE EXIT**.
- Approximately 2 more miles you'll come to Hwy 9. Just **CROSS OVER HWY 9**, continue straight on 20th St. SE.
- Approximately another mile you will come to a 4-way stop light. **TURN LEFT, on South Lake Stevens Road**.
- Travel one block, **TURN RIGHT on 18th St. SE**.
- Conference Center parking lot is one block on the right.

Handicap & Permit Parking Only ~ traveling on I-5:

- On I-5 **TAKE EXIT 194** east on Hwy 2.
- Approximately 2 miles **TAKE 20th St. SE EXIT**.
- Approximately 2 more miles you'll come to Hwy 9. Just **CROSS OVER HWY 9**, continue straight on 20th St. SE.
- Approximately another mile you will come to a 4-way stop light. **TURN LEFT, on South Lake Stevens Road**.
- Travel half a block, **TURN RIGHT into South Lake Center** (right across from Burger King).
- Travel to the top of the hill and make a left.
- Any empty **unreserved** spot is available.

General Parking traveling on Hwy 9:

- **North bound TURN RIGHT** onto 20th St. SE. **South bound TURN LEFT** onto 20th St. SE.
- Approximately 1 mile you will come to a 4-way stop light. **TURN LEFT, on South Lake Stevens Road**.
- Travel one block, **TURN RIGHT on 18th St. SE**.
- Conference Center parking lot is one block on the right.

Handicap & Permit Parking Only ~ traveling on Hwy 9:

- **North bound TURN RIGHT** onto 20th St. SE. **South bound TURN LEFT** onto 20th St. SE.
- Approximately 1 mile you will come to a 4-way stop light. **TURN LEFT, on South Lake Stevens Road**.
- Travel half a block, **TURN RIGHT into South Lake Center** (right across from Burger King).
- Travel to the top of the hill and make a left.
- Any empty **unreserved** spot is available.

Reference to Legislative Policy 140

LAKE STEVENS FIRE Station 82 Conference Room Details

Station 82 Conference Room

9811 Chapel Hill Road, Lake Stevens, WA

Standard Resources Provided:

24 Chairs Total

8 Rectangular Tables Total (24" x 72")

White Board and Screen

Counter area in rear of conference room

Microwave and Small Refrigerator Unit

Foyer Area adjacent to conference room

1 Restroom

***If you need a cable to connect your laptop to the projector for your event, please make note of this on your Facility Use Form 41.*

***We will do our best to provide general cleaning supplies/garbage liners located in the cabinets under the counter in rear of room.*

Cleaning Instructions

- Clean tables, kitchen and counter tops if necessary
- Clean microwave if it was used
- Return room to its original set up
- Take garbage out to the dumpster and replace garbage liners
- Turn off the lights before leaving

Thank you!



**Station 82 Conference Room
entrance is door on the far left**



**Station 82 Conference Room
parking and entrance**



Station 82 Foyer Area



Inside S82 Conference Room

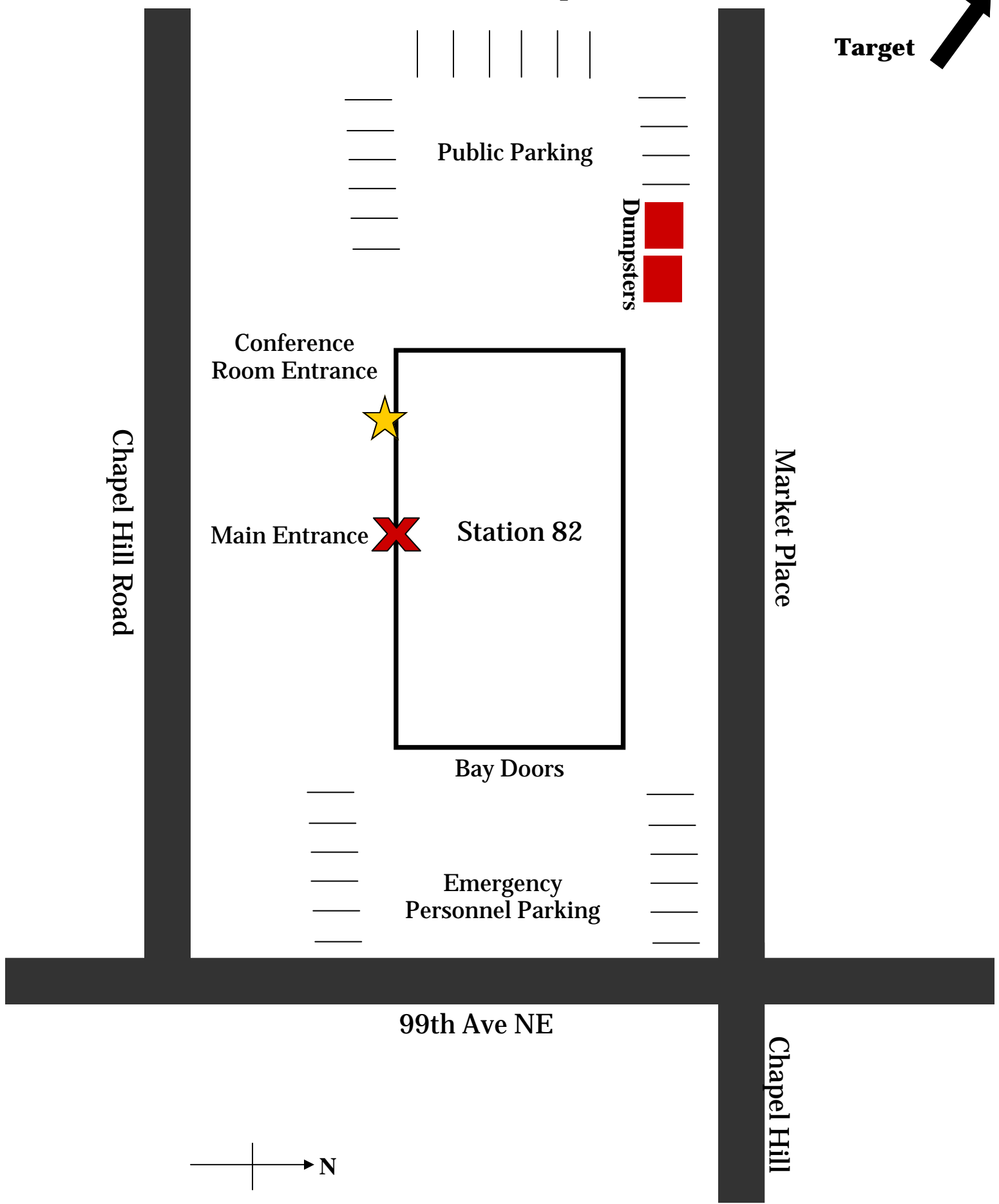


Rear of S82 Conference Room



**S82 Bay Doors on opposite side
of station as conference room**

LAKE STEVENS FIRE
Station 82 Site Map



Chapel Hill Road

Market Place

99th Ave NE

Chapel Hill

Conference Room Entrance

Main Entrance

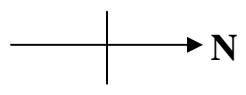
Public Parking

Bay Doors

Emergency Personnel Parking

Station 82

Dumpsters



Lake Stevens Fire
Station 82 Conference Room Directions
9811 Chapel Hill Road, Lake Stevens, WA 98258

Guests are encouraged to carpool.

Northbound I-5: From I-5 Northbound, merge onto US-2 East via exit 194 towards Snohomish/Wenatchee. Merge onto WA-204 East via the ramp on the left towards Lake Stevens. Turn right onto Hwy 9 North. Turn left onto Market Place. Turn right onto 99th. Turn right onto Chapel Hill Road. End at 9811 Chapel Hill Road. Public parking is behind the station (opposite side of the bay doors). Entrance to conference room is near public parking area facing Chapel Hill Road.

Southbound I-5: From I-5 Southbound, take WA-521 exit 206 towards Lakewood/Smokey Point. Turn left onto WA-531/172nd St NE. Turn right onto Hwy 9 North. Turn left onto Market Place. Turn right onto 99th. Turn right onto Chapel Hill Road. End at 9811 Chapel Hill Road. Public parking is behind the station (opposite side of the bay doors). Entrance to conference room is near public parking area facing Chapel Hill Road.