



## Loveland Fire Rescue Authority

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[www.cityofloveland.org](http://www.cityofloveland.org)

### Fire Station Community Room Use Rules

1. Non-profit organizations may request a date and time to hold a meeting in the Fire Station Community Room. (Note: a maximum of 6 meetings per year for each group may be reserved at one time. Each reservation is limited to a 3 hour maximum, with a completion time of 10:00 p.m. The Fire Chief or his/her designee, reserves the right to deny any group based on controversial group affiliations.) The Fire Chief or his/her designee also reserves the rights to grant exceptions to individual groups on a case by case basis. It is recommended that the requests be made at least 2 weeks prior to the date requested.
2. The meeting room entrance includes a doorbell. At the scheduled time please ring the doorbell to be let in by a member of Loveland Fire Rescue Authority as the entrance has secured access.
3. A Loveland Fire Rescue Authority priority or emergency may occur in which your meeting time may be cancelled with little or no notice.
4. You may use the sink, small refrigerator, coffee maker, and projector screen in the room. You may bring in food and non-alcohol drinks (i.e. coffee). You must provide your own cleaning supplies, coffee supplies (i.e. filters coffee, cups), office equipment (i.e. projector, laptop), etc.
6. At the end of the meeting, the room and furnishings must be cleaned and organized. If applicable, please take out the bagged trash to the outside dumpsters or away with you. You are responsible for the condition of the facility.
7. Adult supervision by at least one person over the age of 21 is required at all times during the meeting event.
8. If you use a caterer, please arrange for food and equipment to be picked up immediately after your event is over. Do not leave items behind.
9. Alcohol is strictly prohibited.
10. Do not use staples, tacks, nails, pins, scotch tape, packaging tape, or duct tape on walls or ceilings. You may use masking tape, sticky putty, or 3M hanging products.

**Violation of these Rules may result in early termination of the meeting event and you may be prohibited from reserving again with the Fire Station Community Rooms in the future.**