

**Scotts Valley Fire Protection District
Policy 1802: Attachment 1
Meeting Room Use Agreement**

This agreement is entered into on this _____ day of _____ between
_____ (User) and the Scotts Valley Fire
Protection District, for the use of the (check one)

- Board Conference Room at the Erba Station
- Meeting Room at the Glenwood Station

Agreement expires on _____ (Not to exceed six months)

Organization: _____

Name of User: _____

Address of User: _____

Telephone Number: _____

Purpose: _____

Time and Date of Use: _____

Conditions:

- a. The District reserves the right to preempt any reservation based on needs of the District.
- b. Smoking is not allowed in District buildings.
- c. Food shall not be served.
- d. The maximum number of people in either room is 10.
- e. User will be responsible for cleanup and returning the room to its prior condition at the end of the event/meeting.
- f. No District property in the room or premises shall be removed or disturbed in any manner.

- g. Alcohol or any other intoxicants are strictly forbidden.
- h. The rooms shall not be used for the promotion of a political party or purpose, or for candidates for political office.
- i. User is responsible and liable for damages to the property, facilities and/or contents of the District.
- j. Times available for use are from 08:00 A.M. to 10:00 P.M. and subject to availability on a first come- first served basis.
- k. The User hereby assumes all liability for, and further agrees to defend, indemnify, and hold harmless the District against any and all liability, claims, demands, costs, losses, and expenses, including attorney's fees for damage to property or injury including death to persons arising, or as a result of, representatives, volunteers, members or employees' use of the District meeting rooms, whether User is solely or comparatively at fault.
- l. Fees are due and payable upon approval prior to use and will be refunded or returned if the room becomes unavailable due to District needs.

The parties agree to the conditions as specified.

By: _____ Date: _____
Scotts Valley Fire Protection District

By: _____ Date: _____
User

Fee Schedule Amendment
Policy 1802: Attachment 2
Meeting Room Facility Use Fee

The Scotts Valley Fire Protection District will allow use of two meeting rooms on a rental basis:

- Conference/Board Room at the Erba Station
- Meeting Room at the Glenwood Station

Facility	Resident Fee	Non Resident Fee
Glenwood Meeting Room	\$20 per hour/\$120 per day	\$25 per hour/\$150 per day
Erba Lane Meeting Room	\$20 per hour/\$120 per day	\$25 per hour/\$150 per day

Fees are required to be paid in advance of the use of the facility.

Charges for damages or other loss will be charged at actual cost for repairs plus an administrative charge.

Exemptions:

Fees will not be charged for community service organizations and groups.

Fees may be waived for public agencies.