



POLICY FOR USE OF FIRE STATION MEETING ROOMS

Nonprofit educational, civic, cultural, governmental, and community-service groups may reserve and use fire station meeting rooms. The meeting rooms may not be used for:

- Any purpose which, in the opinion of the Chief of the Madison Fire Department, may interfere with the normal use of the fire station;
- Fund-raising purposes;
- Programs involving the sale, advertising, or promotion of products or services, or programs sponsored by a business firm, regardless of purpose;
- Personal or family purposes;
- Religious services or religious instruction.
- No solicitation for commercial services may be offered. No admission for fees may be charged for any program. Donations or contributions may not be solicited or accepted.

Use of the meeting room does not imply an endorsement of the beliefs, viewpoints, policies, or affiliations of any group or organization by the City of Madison or City of Madison Fire Department.

Use of fire station meeting rooms is free of charge. When making a reservation, the group should provide the Fire Department representative with the name and telephone number of a contact person and the purpose of the meeting.

Meeting rooms are available during the hours of 8:00 a.m. to 9:00 p.m. Groups will have access to the meeting room and restroom facilities associated with that room; all other areas of the fire station are accessible only with the permission of the Company Officer on duty.

The capacity of the room is limited to the number of chairs already in the room. Groups may arrange the room as they need it using the tables and chairs already available and shall return the furniture to its original configuration.

Groups should bring any other items (such as audio-visual equipment, etc.) that they need with them. *NOTE: the A.V. equipment in the fire station meeting rooms is for fire station use only. This equipment is pre-programmed for fire station videoconference trainings, and groups may not unplug, switch channels, or otherwise manipulate this equipment.*

Groups may serve light refreshments provided they leave the meeting room in the same condition they found it. Smoking and alcoholic beverages are prohibited. Groups are responsible for setup and cleanup.

No animals are allowed on the premises with the exception of authorized trained service animals.

Tacks, nails, glue, or tape shall not be used on the walls, furnishing, or equipment, except in meeting rooms with appropriate surfaces such as corkboards or whiteboards.

The group using the meeting room shall be responsible for any damage to the room and its contents. A charge will be assessed for any special cleaning or repairs made necessary by a group.

Neither the City of Madison, the Madison Fire Department nor its employees shall assume responsibility for any property of groups or organizations. At the end of each meeting, all of an organization's property must be removed from the meeting room.

If a meeting is canceled, the Fire Department must be notified as soon as possible so that the space may be made available to others. Failure to notify the Fire Department that a meeting has been canceled may be cause for refusing future requests by that group for meeting room space.

If something is damaged, please advise station personnel or call Fire Administration at 266-4420 to report the problem.

Any complaints arising from a group using a meeting room are to be forwarded to the District Manager assigned to that station. The complaint, whether it concerns a community group or a station crew, will be investigated by the District Manager according to MFD procedure. The Madison Fire Department reserves the right to revoke permission to use any meeting room to any group or organization that violates or refuses to comply with the rules and regulations established for the use of the meeting rooms.

The Madison Fire Department reserves the right to cancel reservations for meeting rooms if the space is needed for fire department activities.