



Please complete the following information to reserve a room at Spring Lake Park-Blaine-Mounds View Fire Station 3.

1. Name of Applicant	
2. Address of Applicant	
3. Daytime Phone	4. Evening Phone
5. Resident or Business Owner of Spring Lake Park, Blaine or Mounds View	Yes or No Please circle answer.
<p>6. Please indicate the room you are requesting. Circle room choice.</p> <p>Facility fees:</p> <p style="padding-left: 40px;">\$50/room for event up to 4 hours</p> <p style="padding-left: 40px;">\$100/room for event up to 8 hours</p>	<p>LaFrance Conference Room: Seats 12 w/conference tables or 49 standing, 49 with chairs, 33 with tables & chairs</p> <p>Polenik Conference Room: Seats 8 with current tables or 49 standing, 49 with chairs, 28 with tables & chairs</p> <p>Education Center: Seats 100 with current tables, or 574 standing, 410 with chairs, 191 with tables & chairs</p> <p>Simulator Room: Reserved for police and fire professional development use only</p>
7. Please list the dates and times of the room you are requesting. (available 7am-10pm)	
8. Briefly describe the meeting or the event.	

Liability

The group, individual or organization using Fire Station 3 shall agree to compensate the Fire Department for all damages to facilities, equipment or other property owned by the Fire Department and to assume all liability for any personal injuries including death caused by participants in the scheduled event. The permit holder will be responsible for reimbursement of damages.

Applicant Signature

Date

Administrative Use Only

Agency Requesting Facility Use: _____

Event entered in FDM Yes No

If reservation is taken at administrative office, an email will be sent to Administrative Chief at Station 3.

Facility Fee Required Yes No

If fee is required fill out the information below using the following rate:

\$50/room up to 4 hours

\$100/room up to 8 hours

Number of rooms requested: _____

Hours of use: _____

Total Paid: _____

_____ Cash

_____ Check

Check Number _____

Receipt Given: Yes

No

Signed: _____

Date: _____

FACILITY USE ADMINISTRATIVE POLICY SPRING LAKE PARK-BLAINE-MOUNDS VIEW FIRE STATION 3

General

The facilities are available for meetings and training to non profit groups whose membership includes fire department members, or retirees at no charge. The facilities are available for official business of any of the three cities in the Fire Department's service area and civic purposes at no charge. Fire Department facilities will be available for meetings and training of non profit organizations for facility fee.

The Fire Department reserves the right to cancel any and all reservations without providing any other accommodations in the event the Fire Department facilities are needed for Fire Department purposes.

The Fire Department facilities shall not be used for commercial enterprise, religious organizations conducting activities, any profit making endeavors or any activity not consistent with the general business purpose of the building.

The facilities are available from 7am-10pm. The facility fee needs to be prepaid by check or cash.

Room Reservations

Applications for room reservations will be processed on a first come-first served basis through the administrative office during regular business hours at 1710 County Highway 10 NE Spring Lake Park at least two weeks prior to the event. The facility fee is to be prepaid. A copy of the guidelines and application can be downloaded on the web site www@sbmfire.com

General Rules

- Use only space approved for use.
- Facility is available for use from 7am-10pm.
- The following items are strictly forbidden of Fire Department property:
 - ✓ Alcoholic beverages
 - ✓ Open flame devices of any kind
 - ✓ Firearms or weapons of any sort
 - ✓ Gambling
 - ✓ Smoking materials. The entire facility is smoke free.
- The individual who submits and signs the application form shall be responsible for the following:
 - ✓ Reporting to the Fire Department representative upon completion of meeting or function.
 - ✓ Reporting any damage or loss incurred to the Fire Department facilities.
 - ✓ Basic clean up of the rooms used including pushing chairs in, removing large amounts of trash, wiping tables if needed.
 - ✓ SBM Fire Department members using facilities will be responsible for general cleaning including but not limited to wiping up messes, trash disposal and vacuuming. Cleaning supplies will be provided by the Fire Department.

- Users shall agree to indemnify the Fire Department from all liability claims in event of an accident or injury while using the facility.
- The telephones may only be used for local calls.
- Public restrooms are located in the north east corner of the atrium.
- Vending machine located in the atrium is available for public use.
- Users shall assume full responsibility for the conduct of the entire group while in the facility. Children must be under the direct supervision of an adult at all times.
- The user shall agree to pay for all damages to the property or equipment.
- Electronics are available for use only when a trained fire department member is present.

Food

Groups may request use of the kitchen. Coffee and tea are available. Instructions for the coffee maker will be provided when use of the kitchen is requested. Some kitchen supplies are available. Inquire about the use of available supplies. Groups may bring in refreshments. There will be a user fee for kitchen use. The fee begins at \$50.

Building Access

Approved users of the facility will be given access to the building by a member of the administrative staff through the main entrance.

Priority of Users

The Fire Department reserves the right to cancel any and all reservations for the Education Center (backup Emergency Operation Center) without notice and without providing other accommodations. Notice of cancellation will be provided to the impacted person or organization with as much notice as possible.

Official Fire Department use of the facility will take priority over public requests.

Facility Use Charge

Room Charge:

\$50/room for events up to four hours

\$100/room for events up to eight hours

Kitchen Use:

Dependant on usage: begins at \$50

The Fire Department is committed to the policy that all persons shall have access to its facilities without regard to race, color, religion, sex, national origin, age, marital or veterans' status, sexual orientation or disability.