Portland Fire & Rescue

55 SW Ash Street, Portland, Oregon 97204
Phone: (503) 823-3700, Fax: (503) 823-3710
www.portlandonline.com/fire

MEETING ROOM PACKET

FOR THOSE REQUESTING A RESERVATION FOR A FIRE STATION COMMUNITY MEETING ROOM

PLEASE THOROUGHLY REVIEW THE:

- Community Meeting Room Policy—Form # 100.5 B

THEN COMPLETE:

- Reservation Request Form—Form # 100.05 A
- Additional Insured Endorsement Letter—Form #100.5 C
- Certificate of Insurance Requirements—Form # 100.5 D

Submit the completed forms, along with two checks or money orders made payable to the City Treasurer: one for the $100 deposit ($400 for Belmont Firehouse) and one for the room payment, based on the hourly rate.

Mail Packet to: Planning & Customer Service Section
Portland Fire & Rescue
55 SW Ash Street
Portland, OR 97204

The Confirmation Notice will serve as proof of payment and will be sent to the address provided on the Reservation Request.

PLEASE NOTE THE MAXIMUM OCCUPANCY AT EACH STATION:

Station #	Address	Maximum Occupancy
Station 01 – SkidMore	55 SW Ash Street	32
Station 09	1706 SE 39th Avenue	20
Station 12	8645 NE Sandy Blvd	52
Station 16	1715 SW Skyline Blvd	39
Station 27	3130 NW Skyline Boulevard	18
Belmont Fire Station	900 SE 35th Avenue	30

Portland Fire & Rescue

55 SW Ash Street, Portland, Oregon 97204
Phone: (503) 823-3700, Fax: (503) 823-3710
www.portlandonline.com/fire

RESERVATION REQUEST FORM

Meeting room location: ☐ #01 SkidMore ☐ #09 ☐ #12 ☐ #16 ☐ #27

First & last name of applicant: _____

Name of group: _____

Is your group affiliated with the City of Portland? ☐ Yes ☐ No

Will your group be conducting business with the City of Portland? ☐ Yes ☐ No

If so, please explain the nature of the business: _____

Is your group affiliated with a neighborhood association? ☐ Yes ☐ No

Name of neighborhood association: _____

Please explain the intended use of the meeting room: _____

_____

Number of attendees: _____

Date of event: _____ Time: From: _____ To: _____

Contact: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Fax number: _____

Alternate contact: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail address: _____ Fax number: _____

NOTE: Please allow enough time for set-up and breakdown during the hours you reserve. You will be charged for the total time the room is occupied.

FEE SCHEDULE FOR NON-CITY GROUPS, NON-CITY BUSINESSES OR NON-TENANT EVENTS

Room Fee per Hour: $30.00
Refundable Security Deposit: $100.00 ($400 for Belmont Fire House)

No funding is set aside for maintenance of the Meeting Room.
This fee provides the means for keeping the room in top condition.

PLEASE SUBMIT TWO SEPARATE CHECKS:
ONE FOR THE ROOM FEES AND ONE FOR THE SECURITY DEPOSIT

NO-SHOW FEE

A no-show fee of $30.00 will be retained by any group,
which reserves a room and does not use it, and does not cancel 24-hours in advance.

By signing below, you have agreed to the terms of this policy and have provided complete and accurate information. Your reservation can be cancelled at anytime if you falsify information on this reservation request form.

SIGNED _____ DATE _____

Please submit a complete Meeting Room Packet, consisting of this signed Reservation Request, two checks for payment of fees, the Additional Insured Endorsement Letter, and your Certificate of Insurance. **Mail to: Planning & Customer Service Section, Portland Fire and Rescue, 55 SW Ash Street Portland, OR 97204.** Confirmation cannot be made until the completed packet is received. Your Confirmation Notice will be sent to you at the address provided above.

Portland Fire & Rescue

55 SW Ash Street, Portland, Oregon 97204
Phone: (503) 823-3700, Fax: (503) 823-3710
www.portlandonline.com/fire

FIRE STATION COMMUNITY MEETING ROOM POLICY

POLICY	Use of Meeting Rooms and charges for outside group use as defined below.
SCOPE:	Applies to fire station community meeting rooms.
PURPOSE:	To define the most appropriate use of meeting room space and to set procedures for use. To insure that Portland Fire & Rescue (PF&R) employees, other City agencies and groups conducting business for the City of Portland, are given priority access to meeting rooms. To ensure that public resources are appropriately dedicated to public uses, rather than subsidizing groups or individuals conducting private business.
HISTORY:	Meeting room usage in City buildings has increased substantially. In order to meet the community's needs, and to accommodate those conducting business for PF&R and the City of Portland, PF&R is providing community meeting rooms in several of its stations.
USERS/ PRIORITY:	Meeting room space will be available, in priority order, at any time to employees of PF&R, groups conducting business for the City of Portland and other public agencies. Non-city organizations, which are housed in fire stations, will have second priority for meeting rooms, and will not be charged for usage. Other groups having non-profit 501(c) 3 status under IRS Code, that are engaged in business with the City, or individuals or groups sponsored by non-profits with 501(c) 3 status engaged in business with the City, may use the meeting rooms in the evenings and on weekends, and will not be charged for use of the meeting rooms. Meeting rooms at Stations 09, 12, 16, and 27 are not available for private celebrations, up to and including birthdays, holidays and weddings. All functions conducted in PF&R facilities will be in accordance with City and PF&R standards and not in violation of any City ordinances or regulations. No meeting room space shall be used for gatherings or exhibitions of a political or religious nature. PF&R reserves the right to refuse any organization or individual the use of meeting rooms based on the intended use, if contrary to the policies stated herein. The Belmont Fire House may be used in the evening and on weekends for private celebrations. A larger deposit is required for private celebrations. Renters will be required to pay additional fees to cover the labor costs associated with providing an on-site representative in the evening and on weekends.
ROOM FEES:	There will be no charge for tenants, City agencies and groups conducting business for the City of Portland. Non-tenant, non-City agencies and any other groups, not conducting business with the City of Portland will be asked to adhere to the fee schedule on page 1.

	Non-profit 501(c) 3 status groups, who are not affiliated with a neighborhood association or conducting business with the City of Portland, will be asked to adhere to the fee schedule on page 1.
OTHER FEES:	A refundable deposit of $100 ($400 for Belmont Fire House) will be required for non-tenant, non-city, non-city business meetings. This deposit will be returned to the user once the meeting room is inspected for damage. If repairs or cleaning is required, actual charges will be deducted from this deposit. If repairs/cleaning costs are more than $100, the user will be billed after the costs have been incurred.
	Belmont Fire House renters will be charged an hourly fee (4-hour minimum) for on-site staffing in the evening and on weekends. Hourly fees will be $77.11 per hour – ($308.44 minimum based on four hours).
OUTSIDE GROUPS AND UTILITY FEE:	Outside groups shall pay a utility fee at a rate of $30 per hour. This fee, the deposit and the room fee must be paid when the room is reserved. For the Belmont Fire House, the labor fee must also be paid at time of reservation.
NO-SHOW FEE:	A no-show fee of $30 may be billed to a City or non-City group that reserves a room, does not use it, and does not cancel 24-hours in advance. For the Belmont Fire House, a $300.00 labor fee will be retained.
PROCEDURE:	Meeting rooms may only be booked up to one year in advance and no later than one week prior to the meeting.
TO MAKE RESERVATIONS:	To check availability of Fire Station Community Meeting Rooms, please contact the Planning & Customer Service Section of PF&R at (503) 823-3700 between the hours of 8:30 am–4:30 pm. In addition, please read and complete all forms in the Meeting Room Packet. Once complete, please mail to: **Planning & Customer Service Section** **Portland Fire & Rescue** **55 S.W. Ash Street** **Portland, OR 97204** *Note* We cannot schedule and confirm a request over the phone. We will, however, check to see if a room, date, and time are open, but confirmation is not made until all paperwork and payment is received. The lapsed time could result in the space being confirmed to another group.
ACCESS TO CONFERENCE ROOMS:	The conference rooms at Fire Stations 09, 12, 16 and 27 will have a lock box with a code. The lock box will house the key that allows entry into the conference room. For the appropriate code, contact the Planning & Customer Service Section of PF&R at (503) 823-3700 between the hours of 8:30 am – 4:30 pm. Access to the Belmont Fire House will be through the on-site monitor. Contact the Planning & Customer Service Section of PF&R at the above phone number to make arrangements to meet the assigned on-site monitor.
ADDITIONAL INSURED ENDORSEMENT:	Meeting room users will be required to complete the Additional Insured Endorsement Letter and Certificate of Insurance as outlined in this Meeting Room Packet. It must be signed and returned to: **Planning & Customer Service Section** **Portland Fire & Rescue** **55 S.W. Ash Street** **Portland, OR 97204** **Fax Number: (503) 823-3710**

MEETINGS BETWEEN 7:30 am & 5:30 pm Monday-Friday:	All reservation requests must include the date and time, group name, and the name, address and phone number of a contact person. Please plan enough time to allow for set-up and breakdown of your meeting, and be out of the room within your scheduled time frame. You will be charged for total time room is occupied. **Note: Station 27 cannot be used on Mondays and Tuesdays.**
CONFIRMATION:	PF&R employees, City bureaus and groups conducting business on behalf of the City of Portland will receive confirmation via fax or email when they make the reservation. If these groups need to change their reservations, they should notify Chai Saechao as soon as possible. Outside groups will receive a Confirmation Notice (including a confirmation number) upon full completion of the Reservation Form and seven working days after payment of the fee. Payment must be by check payable to the *City Treasurer*. The Confirmation Notice will be the user's proof of payment.

RULES:
Groups that violate these rules may be banned from future use of the Meeting Rooms.
	• **Meeting activities must be confined** to the floor or area where the meeting room is located.
	• **If extra tables/chairs are assembled** for the meeting, please return them to their proper location. Meeting rooms should be left in the original configuration.
	• **Refreshments** must be limited to already-prepared foods.
	  • If food and beverage is served, the tables must be wiped down before you leave and all leftovers must be removed from the property. Please do not place any food or beverage in the refrigerator.
	  • Please empty all trashcans you have used. If the community room you have reserved is located at Station 12, please take garbage to the dumpsters located outside the front doors and to the west of the parking lot.
	  • A $25 fine will be charged to any group who does not properly clean the meeting area. Future reservations will be reconsidered.
	• **No alcoholic beverages** will be allowed at any time.
	• **Firearms or other weapons** are prohibited on all PF&R property, with the exception of authorized Public Safety Officers.
	• **No animals** are allowed in any of the meetings rooms, with the exception of service animals.
	• **No smoking** is allowed on the grounds of the fire station.
	• **No amplified sound** will be permitted.
	• **No loud, boisterous or unruly conduct** will be allowed.
	• **Groups with minors** must have an adult present for the entire duration of the meeting/function, and the adult will be responsible for their conduct.
	• **Doors that access the community meeting room** shall be securely closed at the end of the meeting. Please double check that the doors have been locked.
	
	PF&R reserves the right to refuse any organization or individual the use of meeting room based on the intended use, if contrary to the policies stated herein.

IN CASE OF AN EMEGENCY:	• **If there is an emergency**, please dial 9-1-1. • **If there is an urgent matter that does not require assistance from a 9-1-1 operator,** please contact the station associated with the community meeting room. The station captain will evaluate the problem and follow standard procedures.

INTERPRETATION RESPONSIBILITIES: Fire Building Maintenance Manager

Portland Fire & Rescue
55 SW Ash Street, Portland, Oregon 97204
Phone: (503) 823-3700, Fax: (503) 823-3710
www.portlandonline.com/fire

ADDITIONAL INSURED ENDORSEMENT LETTER

Without prejudice to coverage otherwise existing herein, the City of Portland, it's officers, agents, and employees are included as additional insureds under this policy as to any claim or claims for injury to or death of any person, or damage to property, resulting from or growing out of the use of any Fire & Rescue facility or meeting room, by the named insured for the use:

Date of Event: _____

Event Name: _____

Event Sponsor: _____

It is understood and agreed that this policy shall not terminate or be cancelled prior to the use of the facility by named intention without first giving thirty (30) days written notice of intention to terminate or to cancel said policy to the Auditor of the City of Portland.

Not withstanding the naming of additional insured, the policy shall protect each insured in the same manner as though a separate policy has been issued to each; but nothing herein shall operate to increase the insured liability as set forth elsewhere in the policy beyond the amount or amounts for which the insurer would have been liable if only for one person of interest had been named as insured. The coverage applies as to claims between insured on the policy. Endorsement assures that the policy complies with the named insured's use of the Fire & Rescue facility or meeting room.

_____	_____
Insured's Name	Policy Number
_____	_____
Authorized Insurance Company Agent and/or Representative Signature	Date

Portland Fire & Rescue
55 SW Ash Street, Portland, Oregon 97204
Phone: (503) 823-3700, Fax: (503) 823-3710
www.portlandonline.com/fire

CERTIFICATE OF INSURANCE REQUIREMENTS

Portland Fire & Rescue (PF&R) requires a Certificate of Insurance for any event held at any PF&R facility or meeting room, which plans to:

- ☐ Sell food or beverages, or souvenirs to the public
- ☐ Be open to the public
- ☐ Conduct business in any way (e.g., catered parties, trade shows)
- ☐ Any other, as requested

The Certificate of Insurance must state the date(s) of coverage and provide **public liability for bodily injury and property damage in the sum of $500,000 naming the City of Portland, it's officers and employees as additional insured. The minimum cancellation clause must be 30 days or more.**

Additional Insured Endorsement Letter must be signed by the Authorized Insurance Representative and returned with the Certificate of Insurance. Insurance may be through Home Owners Insurance, Business Insurance or an independent insurance agent.

The Additional Insured Endorsement Letter and the Certificate of Insurance should be mailed along with payment for the meeting room to:

Planning & Customer Service Section
Portland Fire & Rescue
55 SW Ash Street
Portland, OR 97204

NOTE: The Certificate of Insurance and Additional Insured Endorsement Letter must be on file at PF&R before the Confirmation Notice will be issued.

FOR MORE INFORMATION, CALL THE PLANNING & CUSTOMER SERVICE SECTION OF PF&R AT (503) 823-3700