



Portland Fire & Rescue

55 SW Ash Street, Portland, Oregon 97204
Phone: (503) 823-3701, Fax: (503) 823-3710
www.portlandonline.com/fire



COMMUNITY MEETING ROOMPACKET

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

All Fire Station Community Meetings Rooms must be scheduled through the PF&R Administrative office with no exceptions. Do not contact the fire station directly.

PLEASE THOROUGHLY REVIEW THE:

- Community Meeting Room Policy – Form # 100.5

THEN COMPLETE:

- Reservation Request Form – Form # 100.05
- Certificate of Insurance Requirements – Form # 100.5

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

Mail to: **Administrative staff
Portland Fire & Rescue
55 SW Ash Street
Portland, OR 97204**

Your confirmation notice will serve as proof of payment and will be sent to the email address provided on the Reservation Request Form.

Please note that fire station tours must be requested through a different process than reserving a Community Meeting Room. Please see <https://www.portlandoregon.gov/fire/57868> for more information regarding a firefighter visit, a station tour, or a tour of the Historic Belmont Firehouse & Safety Learning Center.

FIRE STATION COMMUNITY MEETING ROOMS

| Station # | Address | Maximum Occupancy/Seating | Days/Hours |
|-----------------------|------------------------------|------------------------------|--------------------------------|
| Station 01 – Skidmore | 55 SW Ash St. | 48/30 | Mon - Fri 8:30 am – 4:30 pm |
| Station 09 | 1706 SE 39 th Ave | 30/17 | Sun- Sat 8 am – 10 pm |
| Station 12 | 8645 NE Sandy Blvd | 46/37 | Sun - Sat 8 am – 10 pm |
| Station 16 | 1715 SW Skyline Blvd | 41/39 | Sun- Sat 8 am – 10 pm |
| Station 18 | 8720 SW 30 th Ave | 10/7 | Sun- Sat 8 am – 10 pm |
| Station 21 | 5 SE Madison St. | 34/18 | Sun- Sat 8 am – 10 pm |
| Station 27 | 3130 NW Skyline Blvd | 20/14 | Wed – Sun 9 am – 9pm |



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RESERVATION REQUEST FORM

Meeting room location: #01-Skidmore #09 #12 #16 #18 #21 #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 or for the City of Portland? Yes No

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

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 BUSINESS OR NON-TENANT EVENTS

Room Fee per Hour: \$30.00

Refundable Security Deposit: \$100.00

PLEASE SUBMIT TWO SEPARATE CHECKS:

ONE FOR THE ROOM FEES AND ONE FOR THE SECURITY DEPOSIT

NO-SHOW AND CANCELATION FEE

Rental fee will not be refundable to any group who reserves a room and does not use it and does not cancel a minimum of 24-hours in advance.

By signing below, you acknowledge reading and accepting 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.

City Bureau cost center number _____

SIGNED _____ DATE _____

Please submit a complete Meeting Room Packet, consisting of this signed Reservation Request, two checks for payment of fees, and your Certificate of Insurance. **Mail to: Portland Fire and Rescue, 55 SW Ash Street Portland, OR 97204.**

Confirmation cannot be made until the completed packet and payment(s) are received. Your Confirmation Notice will be sent to you at the email provided above.



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FIRE STATION COMMUNITY MEETING ROOM POLICY

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| 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 ensure 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 fire stations. |
| USERS | <p>Meeting room space will be available during listed days and times, to employees of PF&R, other City bureaus, groups conducting business for or with the City of Portland, other public agencies, non-profits, and other organizations.</p> <p>Meeting rooms are not available for private celebrations, up to and including birthdays, holidays, and weddings. There are NO exceptions.</p> <p>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.</p> <p>Once a group has made a reservation, paid the room usage fee and the refundable security deposit, the group has priority for that meeting room and will not be "bumped."</p> <p>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.</p> |

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| <p>ROOM FEES</p> | <p>There will be no charge for City bureaus, groups conducting business with or for the City of Portland or tenants housed in fire stations.</p> <p>Non-tenant, non-City agencies, and any other groups, not conducting business with or for the City of Portland will be asked to adhere to the fee schedule on page 1.</p> <p>Non-profit 501(c) 3 status groups, who are not affiliated with a neighborhood association or conducting business with or for the City of Portland, will be asked to adhere to the fee schedule on page 3.</p> <p><u>Some specific examples</u></p> <p>Not charged: City of Portland bureaus and groups sponsored by City of Portland bureaus are not charged.</p> <p>NET Teams are volunteers for the City of Portland and are not charged.</p> <p>City of Portland recognized neighborhood associations are not charged.</p> <p>Rose Festival activities and Portland Saturday Market are not charged.</p> <p>Charged: HOAs, condo associations, and non-City of Portland sponsored neighborhood associations are charged.</p> <p>501(c)3 organizations and non-profits will be charged when not conducting business with or for the City of Portland.</p> <p>Government agencies not doing business with or for the City of Portland will be charged.</p> <p>All organizations outside of the City of Portland will be charged.</p> <p>All for profit organizations will be charged.</p> |
| <p>REFUNDABLE DEPOSIT</p> | <p>A refundable deposit of \$100 will be required for non-tenant, non-city, non-city business meetings, regardless of fee paying status This deposit will be returned to the user once the meeting room is inspected for cleaning and 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.</p> <p>City Bureaus must provide a cost center number at the time of the reservation that will be charged should the meeting room not be cleaned or there is damage.</p> |
| <p>NO-SHOW AND CANCELATION FEE</p> | <p>Rental fee will not be refundable to a group who reserves a room, does not use it, and does not cancel a minimum of 24-hours in advance.</p> |

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| <p>SCHEDULING</p> | <p>Meeting rooms may be booked up to six months in advance by City bureaus and outside groups. This does not apply to PF&R or fire station tenants.</p> <p>Meeting rooms must be booked, and all fees paid no later than one week prior to the meeting. Station tenants must book meeting rooms at least one week in advance. This does not apply to PF&R.</p> <p>Fire station tenants may schedule meeting rooms for their official sub-groups, however, all other meeting room users must go through PF&R Administrative offices and follow all rules for Community Meeting Room use.</p> <p>PF&R requires 30 minutes between scheduled meetings in order to allow the previous user group to completely exit the room and the new user group to enter the room.</p> |
| <p>TO MAKE RESERVATIONS</p> | <p>To check availability of Fire Station Community Meeting Rooms, please contact the Administrative staff of PF&R at (503) 823-3701 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 or drop off to:</p> <p>Administrative staff Portland Fire & Rescue 55 S.W. Ash Street Portland, OR 97204</p> <p>Or fax to: 503-823-3710</p> <p>*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; confirmation will not be made until all paperwork and payment(s) are received. The lapsed time could result in the space being confirmed to another group.</p> |
| <p>ACCESS TO MEETING ROOMS</p> | <p>The meeting rooms at Fire Stations 09, 12, 16, 18, 21 & 27 will have a lock box with a code. The lock box will house the key that allows entry into the meeting room. The lock box code will be emailed to you along with the meeting room confirmation.</p> <p>Group members will not ring the station doorbell to be let into the space; group members MUST contact their own members for entrance if not arriving together.</p> |
| <p>CERTIFICATE OF INSURANCE:</p> | <p>All meeting room users, except City bureaus and government agencies, will be required to provide a Certificate of Insurance, regardless of fee status, as outlined in this Meeting Room Packet. It must be signed and returned to:</p> <p>Administrative staff Portland Fire & Rescue 55 S.W. Ash Street Portland, OR 97204 Fax Number: (503) 823-3710</p> |

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| MEETING DAYS AND TIMES | <p>All reservation requests must include the date and time, group name, and the name, address, email 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 the total time the meeting room is occupied.</p> <p>See available meeting days and times on station list on the cover page, page 2.</p> |
| CONFIRMATION | <p>PF&R employees, City bureaus and groups conducting business on behalf of the City of Portland will receive confirmation via email when they make the reservation. If these groups need to change their reservations, they should notify the Administrative staff as soon as possible.</p> <p>Outside groups will receive a Confirmation Notice (including a confirmation number) upon full completion of the Reservation Form within seven working days after payment of the fee. Payment must be by check payable to the “City Treasurer.”</p> |
| RULES <i>Groups that violate these rules may be banned from future use of the Meeting Rooms.</i> | <ul style="list-style-type: none"> • Meeting activities must be confined to the floor or area where the meeting room is located. • Do not allow anyone into the fire station or meeting room that is not with your group. Fire stations are secure facilities. Citizens needing assistance can call 503-823-3701 (Monday – Friday, 8 am – 5 pm) for help or call the non-emergency line at 503-823-3333. • Group members will not ring the station doorbell to be let into the space; group members MUST contact their own members for entrance when not arriving together. Please provide your meeting room contact’s cell phone number to meeting participants in order to coordinate entrance to the meetingroom. • 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 grounds. Please do not place/leave any food or beverage in the refrigerator. Please clean up food crumbs from the floor. • Garbage <ul style="list-style-type: none"> ○ Station 1 and Station 12 have minimal janitorial service. Please be respectful of the amount of garage left in the garbage cans. ○ Stations 9, 16, 18, and 27 have no janitorial service. Please bag all garbage and take to dumpster. ○ Station 21 has no janitorial service and the dumpster is locked. Please bag all garbage and leave outside the meeting room door. • Cleaning Fee. With limited or no janitorial services in fire stations, an emergency request to clean a meeting room costs PF&R \$100. This cost will be passed on to any group who does not properly clean the meeting room. Future reservations will also be reconsidered. • No Wi-Fi. Fire stations currently do not have Wi-Fi available for use in the meeting rooms. It is anticipated that stations will have Wi-Fi available by the end of the first quarter of 2019. • No IT support. PF&R cannot provide IT support to meeting room users. Meeting room users need to have someone in their group for any IT needs. |

- **No alcoholic beverages** are allowed at any time.
- **Firearms or other weapons** are prohibited on all PF&R grounds, except for authorized Public Safety Officers.
- **No animals** are allowed in any of the meetings rooms, except for service animals.
- **No smoking** is allowed on the grounds of the fire station, including the parking lot.
- **No amplified sound** will be permitted.
- **No loud, boisterous or unruly conduct** will be allowed.
- **Do not damage or misuse City property.**
- **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.
- There are **no station tours** allowed as part of scheduling a Community Meeting Room.
- Meeting rooms are **not available** for private celebrations, up to and including birthdays, holidays, and weddings. There are NO exceptions.

PF&R also reserves the right to refuse any organization or individual the use of meeting rooms based on not following the policies and procedures stated herein.

**IN CASE OF AN
EMEGENCY
DURING YOUR
MEETING AT THE
FIRE STATION**

- If there is a non-urgent matter, please call PF&R Administration at 503-823-3701, Monday - Friday, 8 am - 5 pm.
- If there is an urgent matter that does not require assistance from a 911 operator, please contact the station associated with the community meeting room. The station captain will evaluate the problem.
- If there is an emergency, please dial 911.



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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 use

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 \$1,000,000 naming the City of Portland, it's officers and employees as additional insured. The minimum cancellation clause must be 30 days or more before the meeting date.**

Insurance may be through Home Owners Insurance, Business Insurance or an independent insurance agent.

The Certificate of Insurance
should be mailed along with payment for the meeting room to:

**Administrative staff
Portland Fire & Rescue
55 SW Ash Street
Portland, OR 97204**

NOTE: The Certificate of Insurance must be on file at PF&R before a confirmation notice will be issued.

FOR MORE INFORMATION, CALL THE ADMINISTRATIVE STAFF OF PF&R AT (503) 823-3701.