

EMERGENCY SERVICES FACILITY MEETING AND TRAINING ROOM RESERVATION REQUEST FORM

The purpose of the Emergency Services Facility meeting and training room is to serve as an official meeting place for the Fire Department and JVEMSA to meet and train their employees. The Emergency Services Facility Building is owned by the City of East Jordan.

Additionally, meetings, trainings or events shall be approved and both the Fire Chief and EMS Director notified.

Department staff wishing to use the training room shall first clear it through their respective department head when not being utilized for training or meetings.

Other uses that do not conflict with the Fire Department or EMS uses may be permitted if they involve meetings or low-impact activities of other governmental bodies such as Charlevoix County, the State of Michigan, or agencies, departments, or communities thereof. Such uses shall be free of charge.

Meetings, seminars, programs that involve a charge or admission fee or that involve the marketing or sale of goods, services or entertainment are not permitted unless approved by the City Administrator or designee (_____).

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Additionally, the following provisions are applicable to all users of the meeting and training room:

- Meetings and uses shall be scheduled in advanced by written request. Scheduled time slots shall not interfere with other already approved functions and if the Fire or EMS needs the meeting room, other uses may need to be “bumped” and will be offered at another available time.
- The group using the meeting and training room shall have a person responsible required to sign a copy of this form with complete name, phone number so if a problem arises, including scheduling conflicts, clean-up issues, etc. someone can be notified.
- If a group who was given permission to use the room at a scheduled day and time is not going to use their time slot, they shall call in and cancel and the room so it can become available for another activity.
- Non-messy snack foods and non-alcoholic beverages that are incidental to the meeting or activity may be brought in, as long as all such items and related storage and serving materials and containers are cleaned up and removed by the group at the conclusion of the meeting. Pickup of all food and non-food materials brought to the meeting is required and all garbage must be taken out of the building by the user group.
- Users shall be responsible for any damage or extraordinary wear and tear that they may cause to the meeting and training room.
- The users shall conduct their activities upon the premises so as not to endanger any person or property. Users further agree to indemnify and hold the City of East Jordan, East Jordan Fire Department and Jordan Valley Emergency Services Authority and its board members, employees, agents, and representatives harmless from any claims, causes of action, or liability or damages or injuries to persons or property related to or arising out of the use of the premises.

I understand and agree to the above reservation usage request policy and procedures.

Authorized Person (Print Name)

Signature

Date

Phone Number

Alternate Name

Alternate Phone Number

THE MEETING AND TRAINING ROOM IS VERY TIGHTLY SCHEDULED AND EVERYONE'S COOPERATION AND COMMUNICATION IS REQUIRED FOR THINGS TO RUN SMOOTHLY.

OFFICE STAFF USE ONLY:

Person receiving Application

Date

Notified Staff:

Fire Chief

EMS Director

City Administrator (If Needed) _____

On Calendar