

The McKinney Fire Department

Meeting Room Use Policy

The McKinney Fire Department Meeting Rooms are designed to accommodate activities such as discussion groups, panels, lectures, and meetings.

The Meeting Rooms are primarily used for Fire Department programs and for the use of non-profit educational, civic, and cultural organizations.

Fire Department programs receive first consideration in scheduling Meeting Room events. Second in consideration are other City of McKinney departments. Emergency or urgent needs of the Fire Department or City of McKinney may result in temporary cancellation of the availability of the meeting room(s) used by other groups.

Meeting Room Rules

- Meeting rooms may not be used for parties, exercise, dance or music classes.
- Hours of availability are from 9am-9pm daily.
- Only two reservations are allowed in a 7-day period.
- A key card is required for entry. No group/organization will be accessed entry without a key card.
- Food and drink may be consumed in the meeting rooms if the food or beverages are individually packaged, such as packaged snacks, individual containers of water, pieces of fruit, box lunches, etc.
- Shoes and clothing are mandatory on Fire Station property.
- Doors remain closed at all times.
- Noise levels should be kept to a minimum.
- Music and musical instruments are not allowed.
- Use of tobacco products and consumption of Alcoholic beverages are not permitted.

- Candles and incense are prohibited.
- For safety and liability reasons, groups will not have access to the Fire Station and will not be allowed entry
- Any individuals or organizations using the facility may only utilize the designated parking spots. The Fire Captain of each station will determine designated parking spots.
- Groups reserving a meeting room may not charge for admission to their meeting or event.
- Use of a meeting room will not be granted for meetings which are solely or primarily COMMERCIAL in nature or purpose. A COMMERCIAL purpose is one in which the user conducts business - the exchange of goods or services for monetary value - on the premises.
- Religious groups may use the facility for educational, cultural, intellectual, charitable and/or community related activity purposes but not for regular worship services.
- Dumpsters may not be used for personal trash disposal.
- The McKinney Fire Department reserves the right to modify and discontinue these Policies without recourse.
- Failure to comply with any of the above policies will result in denial of future room use.

Meeting Room Reservations

An application for use of a Meeting Room must be completed in writing and be accompanied by a damage deposit check. All applications shall be submitted to Fire Department Headquarters, located at 2200 Taylor-Burk Drive. The deposit check will be refunded when the key is returned and if the room is left in clean condition. Prospective applicants may contact Fire Department Headquarters at 972-547-2850 to check room availability.

Reservations may be made via phone or email request. New or Renewal Applications will be accepted for regularly recurring meetings based on availability and will be accepted on a first-come, first-served basis. Groups that

use a meeting room on a regular basis can reserve only two time slots each 7-day period. Reservations will be made from dates listed on the application and will not automatically renew. We ask that Applications for meetings not regularly scheduled be submitted at least three (3) days in advance of the date desired. We further ask that notice of cancellation be given at least 24 hours in advance of a scheduled program.

- Reservation(s) will be revoked if the Fire Department determines that Meeting Room use is not in compliance with this policy. The Fire Department determines in its sole discretion whether Meeting Room use is in compliance with this policy. Deposit is not refunded when use is revoked for noncompliance with this policy.
- Room reservations are made through the Fire Administration office between 9:00 AM to 5:00 PM, Monday through Friday.
- The Fire Department has the right to limit the number of hours an organization can use the meeting room facilities.
- Reservation times must be inclusive of set-up and clean-up. The group must provide all consumable products. Groups are expected to wash, dry and store dishes and coffeemaker, leaving the kitchenette area clean and orderly. Kitchen procedures are posted above the sink.
- Room use must be under the direct supervision of the person making the reservation or their designated representative.
- No group shall assign its space or reservation to another group.
- The Fire Department does not provide personnel to assist in handling exhibits and other materials needed by groups using a meeting room.
- No access to working spaces of Fire Stations will be offered or available. Tours of fire stations and safety education programs are scheduled by the Fire and Life Safety office at 972-547-2893.

Use of Meeting Rooms

- Individuals/organizations using the facility are fully responsible for any damages based upon actual repair or replacement costs.

- The group or organization using the Meeting Room shall be responsible for setting up chairs, tables, etc., and shall replace them in the location designated.
- Groups must remove their equipment and supplies at the end of the reservation. The Fire Department and or the City of McKinney are not responsible for items left in the Meeting Room(s).
- Nails, thumbtacks, or other fasteners must not be used to attach decorations to the structure or to the furnishings. Decorations may be used on tables only. No candles are permitted.
- The Fire Department does not provide movie, slide, overhead or opaque projectors, video or DVD playback units or monitors as part of a room reservation.
- Food is allowed in the Meeting Room however; groups are expected to leave the kitchenette area clean and orderly. Kitchen procedures are posted above the sink.
- All trash must be removed. A dumpster is provided on the NW corner of the Fire Station 5 property and at the NE corner of the Fire Station 7 property.
- Equipment requiring voltage other than 110 volts cannot be accommodated.
- The Meeting Room must be in proper, original order and vacated by closing time.
- The key must be returned to the Fire Administration office the following business day.

Key Return

The key must be returned to the Fire Administration office the first business day after using the Meeting Room unless prior arrangements have been made, in writing, with Fire Administration.

If the key is not returned the first business day after use, the following will occur:

First failure to return key: User will be notified that the key was not returned as outlined in this Agreement.

Second failure to return key: User will be notified that the key was not returned a second time as outlined in this Agreement. User and their organization will not be allowed to use a Fire Department Meeting Room for a period of forty-five (45) days.

Third failure to return key: User will be notified that the key was not returned in a timely manner for a third time. User and organizations will not be allowed to use a Fire Department Meeting Room for a period of twelve (12) months.

Fees

A damage deposit fee of one hundred dollars (\$100.00) will be required at the time the application is submitted. This deposit will be refunded after the key has been returned and the room has been inspected and deemed to have been left in clean and orderly condition.

Failure to comply with the above Policy will result in the denial of future meeting room use. Questions regarding interpretation of this Policy will be decided by the Fire Chief.