



Poulsbo Fire Department

Kitsap County Fire District #18
911 N.E. Liberty Rd. Poulsbo WA, 98370
James S. Gillard, Fire Chief, 360-779-3997

APPLICATION FOR USE OF FACILITIES

Name of Applicant: _____ Organization: _____

Organization Address: _____

Email: _____ Phone: _____

Date(s) of Event: _____ Time: _____ / _____

Activity Description: _____

Anticipated Occupancy: _____ **Note: Maximum occupancy of the Station #71 large conference room is 85, and there are 43 available public parking spaces. The applicant is responsible to ensure these maximums are not exceeded.**

AGREEMENT: The undersigned hereby applies to the Poulsbo Fire Department for the use of Department facilities and certifies that the application is correct. The undersigned further agrees that he/she will observe all rules and regulations printed on this agreement. The applicant agrees to exercise the utmost care in the use of the facilities. The applicant further agrees to reimburse Poulsbo Fire Department for any and all damage arising from the applicant's use of the facilities. The applicant agrees to accept the responsibility of setting up and cleaning of the facility used, leaving it in good order and repair. **GUIDELINES FOR USE ARE ATTACHED TO THIS FORM.** Initial here that received _____.

The undersigned agrees to indemnify and hold harmless Poulsbo Fire Department and all of its officers, employees, and agents from and against any claim, damage, liability, judgment, cost, penalties, attorney fees, etc. of whatsoever kind on account of death or injury of any of all persons and affiliated organizations for any injury or damage to persons or property occurring during, or arising out of, the occupancy and use of the facilities by the undersigned and signed and guests. The undersigned understands and agrees to this rental agreement.

Poulsbo Fire Department cannot be responsible for providing office supplies, copies, phones, etc. All supplies must be provided by the organization renting the facility.

Signature: _____ Organization: _____ Date: _____

RENTAL FEES, as applicable, are payable **in advance** to "KCFD #18". Checks or exact cash only, please.

Room Fee:

Non-Profit (501(c)(3)): \$25 per four-hour period (or any portion thereof) = x number of blocks _____ = \$ _____

Other non-profit: \$25 per hour x number of hours _____ = \$ _____

For-Profit: \$40 per hour x number of hours _____ = \$ _____

Received by: _____ Date: _____ Cash _____ Check # _____

KEY for the facility will be issued: Yes _____ No _____

Issued to: _____ Date/time: _____

Returned & Received by: _____ Date/time: _____

Facility for Use: _____ Station 71 Large Conference Room _____ Station 73 (not for public use)



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GUIDELINES FOR USE OF FACILITIES (RETAINED BY APPLICANT)

The Poulsbo Fire Department is pleased to be of service by providing this facility. The following guidelines have been established for use. Please consider use of department facilities a privilege, which may be revoked if problems arise.

1. A key for the facility must be picked up in advance during administrative hours: Monday-Thursday 8am-4pm or Friday 8am-12pm.
2. Facilities used shall be limited to those specified on the application; please do not allow participants to wander through the fire station.
3. Restrooms are part of the rental and the applicant is responsible for the cleanliness of these facilities during the rental period.
4. Tables and chairs are available for use. The applicant is responsible for set-up and is expected to return the room to the configuration shown below.
5. No smoking or alcohol are permitted on Department property.
6. Only foods appropriate to a mid-meeting break are allowed in the public meeting rooms, e.g. fruit, donuts, and cookies. Lunch or dinner buffets are not permitted.
7. Decoration or application of materials to walls or floors will not be allowed without prior permission.
8. All debris is expected to be cleaned up and any unusual spill should be **reported immediately** to a staff member.
9. Use of the facility is subject to immediate cancellation by the Department due to unusual circumstances or an emergency.
10. Please note there are 43 parking spaces available to the public. Please do not park in designated **Staff Only** parking. Also, please note that **Emergency Apparatus** entrances and exits must remain clear of **any** vehicles at all times.
11. Applicant shall be responsible for enforcement of room occupancy loads and parking restrictions.
12. Use of the station shall not violate applicable state laws or county ordinances.
13. No activity shall be conducted in the station that would adversely affect the insurance coverage on the building or increase the insurance premium.
14. No political activities shall be conducted in the station facilities.

Please return the room to the following configuration:

