

**Prior to submitting your reservation request, please read the following rules.**

**Violations can result in permanent loss of privileges.**

## RESERVATIONS

- Requests must be submitted through [www.tvfr.com](http://www.tvfr.com) with at least 10 business days' notice prior to the event date.
- **Each group is limited to two active reservations per month.** It is the guest's responsibility to verify the dates on the community room calendar for conflicts. Include set-up and tear-down time when scheduling.
- Reservations are on a first-come, first-served basis. If there are competing pending requests, the preferential order outlined in TVF&R's Standard Operating Guideline 1.6.1 will be followed.
- The guest should give TVF&R at least 72 hours' notice of any cancellation through the online scheduler or by calling (503) 649-8577 during business hours (M\_F from 8:00AM to 4:30 PM). Failure to give 72 hours' notice will cause your party to lose any payment made to hold your reservation.
- Due to TVF&R's emergency role, reservations may be canceled if an unforeseen need arises.
- TVF&R reserves the right to cancel or terminate this agreement immediately.

## FEES

- Qualifying public or not-for-profit organizations may utilize community rooms free-of-charge by applying online and paying a \$1 application fee. For-profit organizations are required to pay a fee of \$100 for every 4 hours of use. The person who made the reservation is subject to a \$50 fee if the community room is not cleaned and restored to its original condition upon the conclusion of use. Additionally, any damage to TVF&R property during room use will be charged to the person who made the room reservation. If room-use rules are violated, privileges will be revoked.

## ACCESS

- A unique access code will be assigned and provided to the person who made the reservation 48 hours prior to the confirmed reservation. Do not prop open doors.
- No food is allowed; however, non-alcoholic drinks are permitted.
- Use of the facility is limited to the community room and restroom only. There is no access to the fire station or crew.
- Wi-Fi is usually available but not guaranteed. The login and password will be posted on the bulletin board in the community room.
- Storing items in the community room for future use is not permitted.
- **Guests must clean** and restore the space after each use.
  - Any spills must be cleaned up, floors vacuumed, whiteboards erased, handouts/displays removed, tables cleaned, and coffee maker and lights turned off.
  - Guests may rearrange furniture as long as it is restored to its original position.

## **SAFETY**

- The maximum occupancy of each community room is physically posted and shall not be exceeded.
- Weapons of any kind, which includes firearms, regardless of possession of a lawful permit, are prohibited. The exception to the latter being law enforcement officers who have possession of a firearm for official purposes.
- Smoking is prohibited. Alcohol, drugs, and controlled substances are prohibited. The exception to the latter being medical professionals.
- Animals, other than service animals, are prohibited.
- Events shall not interfere with the normal operations of TVF&R. This includes, but is not limited to, emergency personnel or vehicle access, music, and loud noise levels.
- Rowdiness, physical/verbal abuse, or intimidation/harassment towards TVF&R personnel or other community room guests or participants will not be tolerated and may result in immediate termination of the event as well as the future privilege to use any TVF&R community room.
- TVF&R grounds are monitored by camera.
- Children under 18 must be supervised at all times by an adult.
- The guest is responsible for the conduct of their participants in and around the community room and for any damages or losses as determined by TVF&R.
- Firefighters are not always on site or available. Should an emergency occur requiring immediate attention, call 9-1-1.

## **POLICIES AND LIMITATIONS**

**DEFINITIONS:** The term “guest” includes a group’s leadership, members, employees, and invitees. The term “community room” or “facility” includes all fixtures, equipment, entrances, exits, restrooms, sidewalks, and parking lot.

**INDEMNIFICATION:** To the fullest extent permitted by law, guests will indemnify, defend, save, and hold harmless TVF&R, its board members, agents, employees, volunteers, affiliates, and all other persons acting on behalf of TVF&R, from and against all claims, demands, suits, actions, damages, losses, costs and expenses, direct and indirect, or consequential of any nature whatsoever, including reasonable attorney’s fees, and any other costs of defense, settlement payments and court costs, and liability for personal injuries (including death), property loss, and all other legally cognizable harm caused by, arising from or resulting from, in whole or in part, or in connection with, any act of omission involving the use of a facility or community room.

**LAWS:** Guest will comply with all applicable federal, state, and local ordinances, statutes, laws, rules, and regulations, including non-discrimination based on race, ethnicity, national origin, religion, gender, sexual orientation, marital status, age, medical condition, or disability.