



SONORA FIRE DEPARTMENT

201 S. Shepherd Street
Sonora, CA 95370
(209) 532-7432 • Fax: (209) 532-5936



APPLICATION FOR USAGE OF “EOC” MEETING ROOM

Group/Organization Name: _____

Mailing Address: _____ Applicant’s Name: _____

Contact: _____ Phone Number: _____

Expected No. of Attendees : _____

Proposed Use: _____

Date(s) Requested: _____ Start Time: _____ End Time: _____

“EOC” ROOM USAGE GUIDELINES-POLICY

Location-Size: The “Meeting Room” is located at 201 South Shepherd Street, in the South end of the City of Sonora Fire Station. Maximum capacity is forty-nine (49) persons standing and thirty (30) with tables and chairs.

Official-Authorized Use: The City will allow emergency service and City affiliated organizations e.g. Fire, EMS, Law enforcement, to use the room at no charge. All other approved uses will be subject to “Meeting Room” rental fees. **The meeting room is for meetings only, no parties or gatherings are permitted.**

Conditions of Use: Each group is responsible for leaving the “Meeting Room” and restrooms in the condition in which they found them, this includes **returning tables and chairs to their original location.**

Food and Beverages: Groups are required to provide their own coffee pot, coffee cups, sugar, cream, serving utensils, etc. **Alcoholic beverages are prohibited.**

Trash Removal: Trash bags are available in a marked drawer. All trash must be removed by attendees. The dumpster in the south east corner of the Station backlot may be used for disposal.

Office equipment and department telephones: Use of this equipment is prohibited.

Other Rules: Smoking in the meeting room is **PROHIBITED.** No political candidate or election signage may be posted on the building (inside or out), or on the grounds of the property.

In the event of misuse, the responsible group will be held accountable for the condition and security of the area and its contents. *The City shall retain the right to regulate the use of this facility and refuse use at its discretion.*

All attendees shall enter through the South entrance, located in the back of the building. The rear-entrance door is coded. The organizer or instructor will be given the door code upon approval of application. It is the responsibility of the instructor or organizer to inform their attendees of the proper entrance and parking regulations. The organizer or instructor is NOT to share the door code with students.

Parking Restrictions: While using our meeting facility, please be advised that parking on the East side of Shepherd adjacent to the Fire Station and in the Fire Station parking lot has no time limitations, except the restriction on overnight parking. Parking on the West side of Shepherd has time limitations that vary and are clearly indicated on the timed parking signs. The City's Police Department monitors the timed parking spaces and violators will be ticketed. NO EXCEPTIONS. Timed parking also restricts parking direction. Backing into timed parking spaces is prohibited and violators will be ticketed. NO EXCEPTIONS.

Please try to carpool, as parking is limited. Parking is allowed on the South side (back area) of the Fire Station for the instructor and there is one handicapped access parking space, along S. Shepherd Street. Additional parking is available in the main North parking lot. At no time shall users of the "Meeting Room" park in front of the Fire Station apparatus bay doors.

Parking is available for Emergency Fire and EMS equipment in the NorCal Glass parking lot. Anyone wishing to park in this parking lot needs to make contact with NorCal Glass (588-9993) and indicate that they are participating in a class/meeting at the Fire Station and are requesting permission to park in their parking lot.

Scheduling of Use: To reserve this facility, call "532-7432", between the hours of 8:00 a.m. -5:00 p.m., Monday through Friday. You will be required to provide the date the room is requested, hours of the request and a name and telephone number of a designated contact in case a conflict should develop over a scheduled date. *Priority of use of this facility shall be at the discretion of the City of Sonora. Payment is required before requested date will be scheduled.*

Hold Harmless: All individuals or groups renting and/or using the "Meeting Room" agree to hold the City of Sonora and all its employees harmless from any loss, damage, liability, cost and/or expenses that may arise during or as a result of the use of the "Meeting Room".

Cleaning Fees: Users must leave the room clean, orderly and are financially liable for any damage. A pre and post use inspection will be made by Fire Department staff. Unsatisfactory conditions shall be subject to cost recovery, as needed, to return the "Meeting Room" to a satisfactory condition.

Policy Changes: The City of Sonora reserves the right to change, adjust or add to the "Use Regulations" in the interest of the safety of the patrons and/or the security of the facility.

Rental Fees:

- Any period between the hours of 9:00 a.m. and 8:00 p.m. shall be: \$10.00 per hour.
- Cancellations are required at least 48 hours in advance to receive a refund.

Please address any questions, or concerns, prior to applying for room usage. Thank you for your cooperation.

I HAVE READ THE ABOVE POLICY PERTAINING TO USE OF THE “EOC MEETING ROOM” AND WILL BE RESPONSIBLE FOR ITS ENFORCEMENT.

APPLICANT SIGNATURE

DATE

- FIRE DEPARTMENT USE ONLY -

APPLICATION: APPROVED DENIED

RENTAL FEE: \$ _____

PAID BY: WAIVED CASH CHECK: CHECK # _____

CREDIT CARD _____

City of Sonora can accept credit cards, however there is a \$5.00 fee for all credit card transactions.

SIGNATURE OF FIRE OFFICER

DATE OF APPROVAL