



Fire Station Community Room Use Policy

1. Non-profit organizations request a date and time to hold a meeting in the Fire Station Community Room. Note: a maximum of 6 meetings per year for each group may be reserved at one time. Each reservation is limited to a 3 hour maximum, with a completion time of 10:00 p.m. The Fire Chief or his/her designee reserves the right to deny any group based on controversial group affiliations. The Fire Chief or his/her designee also reserves the right to grant exceptions to individual groups on a case by case basis. It is recommended that the requests be made at least 2 weeks prior to the date requested.
2. The meeting room entrance includes a doorbell. At the scheduled time, please ring the doorbell to be let in be a member of Loveland Fire Rescue Authority, as the entrance has secured access.
3. A Loveland Fire Rescue Authority priority or emergency may occur in which your meeting time may be cancelled with little or no notice.
4. You may use the sink, small refrigerator, coffee maker and projector screen in the room. You may bring in food and non-alcoholic drinks (i.e. coffee). You must provide your own cleaning supplies; coffee supplies (i.e. filters, coffee, cups); office equipment (i.e. projector, laptop); etc.
5. At the end of the meeting, the room and furnishings must be cleaned and organized. If applicable, please take the bagged trash to the outside dumpsters or away with you. You are responsible for the condition of the facility.
6. Adult supervision be at least one person over the age of 21 is required at all times during the meeting event.
7. If you use a caterer, please arrange for food and equipment to be picked up immediately after your event is over. Do not leave items behind.
8. Alcohol is strictly prohibited.
9. Do not use staples, tacks, nails, pins, scotch tape, packaging tape, or duct tape on the walls or ceilings. You may use masking tape, sticky putty or 3M hanging products.
10. Each room has a maximum occupant load that must be adhered to:
 - a. Fire Station 2 (3070 W. 29th St.) – 40 occupants for chairs only, 18 for tables and chairs
 - b. Fire Station 6 (43215 McWhinney Blvd.) – 40 occupants for chairs only, 18 for tables and chairs
 - c. Fire Station 7 (2629 N. County Rd. 27) – 50 occupants for chairs only, 20 for tables and chairs
 - d. Fire Station 10 (4301 Ronald Reagan Blvd.) – 80 occupants for chairs only, 55 for tables and chairs

****Violation of these rules may result in early termination of the meeting event and you may be prohibited from reserving a Fire Station Community Room in the future.**