

**City of St. Charles Fire Department, Fire Station Number 4,  
Community Room Use Policy**

**The Community Room is designed to accommodate activities such as discussion groups, panels, lectures and meetings. The room has an occupancy load limit of 50 people. The room is primarily used for Fire Department training programs and for the use of not-for-profit, educational, civic and cultural organizations.**

**Community Room Reservations and Use**

1. Persons desiring to reserve the room may telephone the Fire Department Administrative Office at (636) 949-3250 to check for room availability. A room is not reserved until written confirmation is received by the user from the Fire Department.
2. The room must be reserved by city residents, businesses and organizations only.
3. Room use must be under the direct supervision of the person making the reservation.
4. No fee may be charged nor the payment of any money required for admission to the room for a meeting or event.
5. The room may not be used for meetings that are being conducted for a commercial purpose. A commercial purpose includes, but is not limited to, a purpose where the exchange of any property or thing of value is contemplated either at the meeting or at a future time.
6. A person may only reserve the room for one time slot in a 7 day period. Reservations are not accepted more than 6 months in advance. Reservations will be made from the date listed on the application and do not automatically renew.
7. We ask that notice of cancellation be given at least 24 hours in advance.
8. Room reservations are made through the Fire Department Administrative Office between 8 a.m. and 5 p.m., Monday through Friday.
9. The room may be used from 8 a.m. to 10 p.m. daily.
10. Reservation times must be inclusive of the time required to set-up and clean-up the room. The room user is responsible for providing all consumable products. Users are expected to wash, dry and store dishes; clean the coffee maker, and leave the kitchenette area clean and orderly.
11. No user shall assign its space or reservation to another user.

12. The Fire Department does not provide personnel to assist in handling exhibits and other materials needed by persons using the room.
13. No access to working spaces of the Fire Station will be offered or available. Tours of the station and safety educations programs may be scheduled by contacting the Fire Department Office at (636) 949-3250.
14. The person reserving the room is responsible for any damage to the room which shall be based upon actual repair cost or replacement cost without reduction for wear and tear.
15. The user is responsible for setting up all tables, chairs, equipment or furniture and is responsible for returning same to the location designated.
16. All property, equipment and supplies shall be removed from the room at the end of the reservation. The City of St. Charles is not responsible for any property left in the room.
17. Nails, thumbtacks or other fasteners shall not be used to attach anything to the walls, ceiling, floor or any part of the building or to its fixtures or furnishings. Decorations may be used on tables only. No candles are permitted.
18. The City does not provide movie, slide, overhead or opaque projectors, video or DVD playback units or monitors.
19. Food is allowed in the room. However, the user is expected to leave the kitchenette area clean and orderly.
20. All trash must be removed. A dumpster is provided on the Northeast corner of the fire station parking lot.
21. Use of tobacco products, vaping and consumption of alcoholic beverages are prohibited in the room.
22. Equipment requiring voltage other than 110 volts cannot be accommodated.
23. The room must be in proper, original order and vacated by 10:00 pm.
24. THE CITY RESERVES THE RIGHT TO CANCEL, SUSPEND OR TERMINATE THE USE OF THE ROOM FOR ANY REASON AT ANY TIME. THE USER OF THE ROOM HAS NO CONTRACT OR PROPERTY RIGHT IN THE USE OF THE ROOM. THIS POLICY DOES NOT CREATE A CONTRACT, LICENSE OR ANY RIGHTS IN THE USE OF THE ROOM.