

# TRAINING CAMPUS FACILITY RENTAL AGREEMENT

The management and scheduling of the City of Spokane Fire Department Training Facilities are the responsibility of the Fire Training Division. Normal office hours are 7:30 AM to 4:30 PM, Monday through Friday. However, because the Training Division also provides emergency services, there may not be anyone in the office to take your call. Please request reservations at [learning@spokanefire.org](mailto:learning@spokanefire.org). Messages may be left at Fire Training (509) 625-7030

**Please fill in the following information completely.**

## 1. PREMISES

- I. The Renter requests the right to occupy and use the following areas at the Training Campus in the City of Spokane, State of Washington on the date or dates stated.
- II. City of Spokane staff personnel must be in attendance for internal rentals.

- |                                      |  |  |
|--------------------------------------|--|--|
| <input type="checkbox"/> Classroom A | <input type="checkbox"/> Conference Room A | <input type="checkbox"/> Burn Building |
| <input type="checkbox"/> Classroom B | <input type="checkbox"/> Conference Room B | <input type="checkbox"/> Field House   |
| <input type="checkbox"/> Classroom C | <input type="checkbox"/> Auditorium        | <input type="checkbox"/> Grounds       |
| <input type="checkbox"/> Classroom D |  |  |

## 2. TIME SCHEDULE AND PURPOSE

- A. Date of event \_\_\_\_\_ Reoccurring frequency \_\_\_\_\_
- B. Move in date \_\_\_\_\_ time \_\_\_\_\_ Recurrent move in time \_\_\_\_\_
- C. Move out date \_\_\_\_\_ time \_\_\_\_\_ Recurrent move out time \_\_\_\_\_
- D. Coordinator (contact person) \_\_\_\_\_ email \_\_\_\_\_
- E. Mailing address \_\_\_\_\_
- F. Day phone ( \_\_\_\_\_ ) \_\_\_\_\_ Night phone( \_\_\_\_\_ ) \_\_\_\_\_
- G. Name of organization \_\_\_\_\_
- H. Purpose of meeting/use \_\_\_\_\_
- I. Anticipated number of participants \_\_\_\_\_
- J. Audio-visual equipment needed (see reverse) \_\_\_\_\_
- L. Additional needs (extra tables or chairs etc...) \_\_\_\_\_

## 3. PAYMENT

Billing is according to fee schedule on the reverse side. Charges are \$ \_\_\_\_\_

## 4. GENERAL TERMS - Please initial.

\_\_\_\_\_ The Renter has read the general terms on the reverse side of this form and agrees to comply with them.

\_\_\_\_\_ The Renter agrees that the rental agreement may be cancelled at any time by the Fire Department's Administration in the event of an emergency need requiring the use of the facility. However, the Fire Department will endeavor to avoid any scheduling conflicts. Notice will be given to the renter as soon as any conflict arises. In the event of scheduling conflict, any prepaid deposits will be refunded to the renter.

DATE \_\_\_\_\_

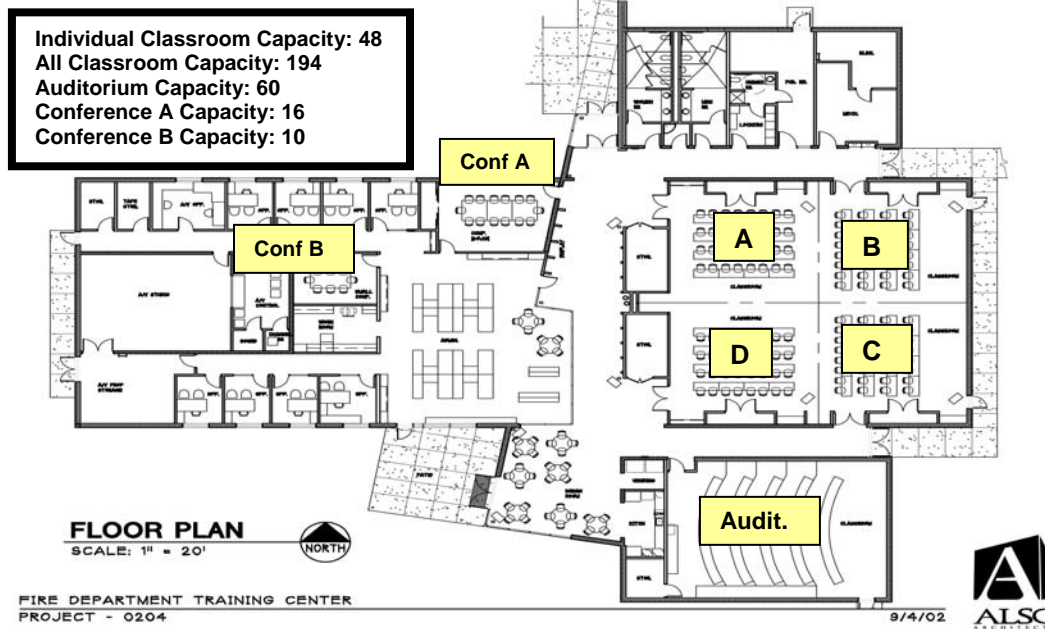
CITY OF SPOKANE:

RENTER \_\_\_\_\_ Approval \_\_\_\_\_  
Printed Printed

Signature \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_ Title \_\_\_\_\_

<b>Print, sign and send or fax completed forms to:</b>	<b>Spokane Fire Department Training Division</b> 1618 N. Rebecca St. Spokane, WA. 99217 Fax (509) 625-7159 <a href="mailto:learning@spokanefire.org">learning@spokanefire.org</a>
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**RENTAL FEE SCHEDULE**

<b>Normal Business Day, 8 AM-5 PM</b>	Grounds \$25/hour (\$100/Day)
Auditorium \$50/hr (\$350/Day)	<b>Rental Outside a Normal Business Day</b>
Classroom \$35/hr (\$150/Day)	Additional \$50 maintenance fee
Conference Room \$25/hour (\$110 Day)	<b>CANCELLATION POLICY</b>
Burn Building - \$50 per hour	All cancellations must be received 24 hours in advance of scheduled usage. Failure to do this will incur a \$50.00 fee.
Field House- \$75 per hour (\$300/Day)	

The base rate includes:

- Classrooms and Auditorium - lighting, sound system, internal presentation system (computer, Multimedia System with projector to screen).

- Conference Room – white board or Pana-Board

The base rate does not include flip charts, copies, beverages or:

- Technical Services (Information Systems Support)- Charges to be determined by MIS Department prior to services being delivered.
- Video Broadcast, Recording and Editing Services – Charges assessed per current Contract Labor Rate. Rates to be quoted at the time of request.
- SFD Incident Safety Officers and Staff - Charges assessed per current Contracted Labor Rate. Rates to be quoted at the time of request.

**VIDEOTAPING (VHS) SERVICES AVAILABLE (Classrooms and Auditorium only)**

\$90.00 per production hour (prorated). Additional Editing and Digital Services are available at actual production cost with existing contractual rates.

**EMERGENCY PROCEDURES**

In case of an emergency, follow posted evacuation routes and instructions. Renter conducting the meeting will be responsible for their meeting

**RENTER'S RESPONSIBILITIES**

- Food is prohibited in carpeted areas of the Training Building.
- No posting of signage will be allowed on Fire Department premises without prior approval by the Director of Training.
- The arrangement/set-up of the room is the responsibility of the renter.
- Renter shall be responsible for all clean-up of all areas used (including table cleaning, floor mopping or vacuuming, garbage emptying and restoration of the original table/chair arrangement). Catering will only be allowed in the cafeteria area and renter shall be responsible for all clean-up of catering materials.

**DAMAGE:** The Renter will be liable for any damage to City property during occupancy which occurs accidentally or intentionally.

**INDEMNIFICATION:** The Renter will not hold responsible the City of Spokane for any claims which may be made against the City for personal injury or property damage resulting from negligence on the part of the Renter or arising in connection with operations, use or occupancy of the premises. Further, the Renter agrees to waive all claims against the City of Spokane on account of any loss, damage or injury to Renter or injury during occupancy. This waiver is one of the considerations upon which this agreement is granted.