

## Guidelines for Use of Manhattan Fire Department Training Facility

1. Facility requests will be directed to the Administrative Office – 785-587-4504.
2. Administrative secretaries will schedule use based on the following criteria:
  - a. The facility requested is available for use on dates requested.
  - b. The facility user agrees to follow all guidelines for parking, room use, etc., as established by the Manhattan Fire Department.
  - c. Monthly meeting may be granted, weekly meetings will require a fee of \$25.00 per hour.
  - d. Usage will not be scheduled more than sixty (60) days in advance.
  - e. Usage will not be scheduled for earlier than 7:00 a.m. of any given day, or later than 10:00 p.m. of any given day. This time schedule can be changed with prior approval of the Fire Chief.
3. All groups or organizations requesting use that is not covered in the guidelines set forth herein may be granted use at the discretion of the Fire Chief.
4. The Manhattan Fire Department will have priority over all facility requests. The Fire Department has the the right to bump other organizations if they have the need for a room that is being used.
5. Requests will NOT be granted for receptions, parties, such as birthday, graduation, holiday, showers, scrapbooking.
6. Meeting rooms may not be used for commercial purposes or fund-raising activities. Individuals or groups may not sell products or services, collect or solicit money for any purpose other than recovering food costs associated with the meeting when applicable.

For-profit groups:

  - May conduct staff meetings and training, but cannot charge for training.
  - May NOT promote, advertise or “educate” the public about their services whether free or fee-based.
  - May NOT hold conferences or meetings where there is a fee charged for attendance (except for the charges related to the actual cost of food for participants.)
7. Anyone granted use of the training facility shall read and sign the Facility User Agreement and provide the Department with a Certificate of Liability Insurance.
8. The fire chief or his designee has full authority to decide any procedural exceptions to this policy and to establish the procedures and fees necessary to implement it.
9. Any damage, loss, theft or misuse of equipment or facilities is the responsibility of the group or individual reserving the room.
10. Public use of meeting rooms may not interfere with the normal operations of the building.