



City of Reno - Fire Department

Administration Office – City Hall, 1 East 1st Street, 4th Floor, Reno NV 89501 - Phone: 775-333-7775
Station 11 Community Room – 7105 Mae Anne Ave, Reno, NV 89523



Reno Fire Department Station 11 Community Room Use Agreement - Please Print Clearly

Reason for Room Request _____

Group Name _____

Event/Group Contact Name (Last) _____ (First) _____ (M.I.) _____

Address _____ City _____ State _____ Zip _____

Day# _____ Evening # _____ Cell # _____

Email address: _____ Web Address: _____

The intended use of the Station 11 Community room is for meetings or gatherings only. The Station 11 Community room is not available for groups or meetings that intend to charge participants a fee to attend their meeting; use the room to raise money; hold a for-profit event; or for private parties. Wireless internet connection is not available, but there is internet connectivity through a cable port for laptop hookup in the podium. An overhead projector, pull down screen, and white boards are available and included as part of the room amenities.

Reno Fire Department Station 11 Community Room Terms and Conditions:

- **Starting January 1, 2017 a \$50 key deposit will be required for access to the room by all users.** The Station 11 Community room key must be picked up at the City Hall address above prior to your meeting date. Upon completion of your meeting, the key must be returned within 5 business days and your \$50 deposit will be returned to you. ***There is a \$50 fee to replace a lost key.***
- Hours of room availability: 5:00 pm to 10:00 pm Mon-Sat; 7:00 am to 10:00 pm Sundays – The room is not available on holidays.
- Tables and chairs are provided in the room with seating for approximately 40-50 people. These may be arranged to accommodate the needs of the group but must be returned back to the original configuration at the conclusion of the meeting before leaving the premises.
- Food and non-alcoholic drinks are allowed to be brought into the room but must be cleaned up and completely removed from the building at the conclusion of the meeting. Alcohol, smoking, including artificial or e-cigarettes are strictly forbidden on/in any City of Reno Fire Department property.
- ALL trash must be removed from the room and deposited in the dumpster located in the lower level parking lot outside the building at the conclusion of the meeting. No trash shall remain in the room after use. Trash bags will be provided by the Reno Fire Department.
- Loud music or excessive noise is prohibited as Fire Station 11 houses a 24/7 fire crew.
- No equipment or personal items may be left in the room or stored anywhere within the room or building. The Reno Fire Department is not responsible for lost or stolen items or any items left unattended.

Terms and Conditions of this Agreement shall govern room usage for any/and all dates scheduled.

Failure to adhere to any of these Terms or Conditions may result in being denied future use of the Station 11 Community room. The Reno Fire Department reserves the right to cancel a group's reservation at any time for any reason.

Please report any damages, equipment malfunctions, or room issues immediately to Reno Fire Department at 775-333-7775.

Waiver and Release

Please read the entire contents of this document before signing as it has a significant effect on your legal rights. This document is intended to protect the City of Reno and its employees from all liability related to use of City property. By signing this form you agree to the above conditions and regulations for use of the Reno Fire Department Station 11 Community room.

The USER agrees to and hereby does release the Department from and against any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the use of the Station 11 Community room and City property. The USER further agrees to indemnify and hold harmless the Department from and against any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorneys' fees and costs, arising out of or relating to the use of the Station 11 Community room and City property. The City and the USER each bind themselves and their agents, partners, successors, executors, administrators and assigns to all covenants, terms and conditions of this Agreement.

Assumption of the Risk: USER understands that it is my responsibility to inquire about the parameters for the use of the room and to assess the ability of myself and my participants to safely use the room. USER further understands that certain activities are not appropriate or within the scope of the use of the room, and assumes all risks associated if using the room for other than what it was intended.

USER acknowledges that USER has read the above conditions and use regulations of the Station 11 Community room and USER agrees to abide by the terms and requirements described therein. USER further agrees that if USER does not understand any portion of this agreement, USER will call the Administration Office for further explanation.

Signature _____ Date _____

(USER Name)

Date Received by RFD: _____ Initial _____ (Dec2016)