

RIO RICO FIRE DISTRICT – TRAINING CENTER
957 Calle Calabasas, Rio Rico AZ 85648 Phone: 520-281-8194 Fax: 520-281-8143
APPLICATION/AGREEMENT FOR TRAINING ROOM USE

Today's Date: _____ Contact Name: _____
Title: _____ Phone: _____ Fax: _____
Email address: _____
Organization: _____
Mailing Address: _____
Meeting/Project Name: _____
Date(s) Room Required: _____ Time(s): _____
Number of People Expected To Attend: _____ Handicapped People: _____ Tables: Y or N
Room(s) Requested: TR#1 _____ TR#2 _____ Full TR Center _____
Special Needs: _____

TERMS & CONDITIONS

The Rio Rico Fire District will allow the use of their training facilities under the following terms/conditions. **Your signature below will indicate that you have read and understand the conditions of this agreement. RRFD representative signature will indicate that your application has been received and reservation is secured.**

1. Room Rental Fee: \$80.00 per room/daily for a half-day meeting. \$150.00 per room/daily for full day use. Evening functions may only be reserved until 10:00 PM. Fees include use of the kitchenette adjacent to Training Room #1 and the audio visual equipment (overhead projector, power point projector, TV/VCR/screen, dry erase board). **Unless billing arrangements are secured in advance, full payment is due prior to arrival. There is a \$40.00 cancellation fee (per room) for reservations that are cancelled less than 24-hours in advance. No show reservations will be charged the full amount for the first day.**
2. Smoking Policy: **Rio Rico Fire District is a non-smoking campus.** Smoking is not allowed in the training rooms, rest rooms or *anywhere* on the premises, including the parking lot and other outdoor areas.
3. Room Set Up: Please remember that our staff consists of emergency personnel. We suggest, therefore, that you arrive 30 minutes in advance of your meeting room to check the facilities and room set-up.
4. Please leave the area as you found it. You will be charged a clean-up fee (minimum of \$50) if RRFD must clean up. If the room is found dirty when you arrive, let RRFD personnel know immediately. There is a 30-minute setup and cleanup period for each meeting.
5. If there is any problem with the kitchen or bathrooms, please let a RRFD staff member know immediately. (i.e., no paper towels, toilet paper, toilet overflowing, etc.)
6. The kitchenette is equipped with a sink, refrigerator, coffee maker and a microwave. Although the room rental fees provide use of the equipment, please bring your own supplies (coffee, cream, sugar, cups, etc.). Please take with you or throw out any food items left after your training or let RRFD staff know that they are being left behind.
7. If there is a personal injury or accident, you must fill out the proper injury report – contact RRFD Staff immediately.
8. If any electronic (or other equipment) is damaged, you will be charged repair/replacement costs.
9. **ABSOLUTELY NO PARKING** in the center crossover or in front of any apparatus bays. No parking in any “designated” parking areas (i.e. Handicap parking, Sheriff, etc.). Violators will be ticketed/towed.

Signature of Responsible Party: _____ Date: _____

Approved For Use By:

(Signature of RRFD Personnel): _____ Date: _____

Room(s) Reserved _____ @ _____ Total Due: _____

Paid: Check # _____ Amount: \$ _____ Direct Bill Approved: Y or N

Note: All reservations must be confirmed by signature of an authorized RRFD staff member.