



Policy Name	FIRE HALL MEETING ROOMS
Date Approved	
Date Of Review	
Policy Statement	This policy outlines the terms and conditions for the use of meeting rooms located at Riverview Fire and Rescue
Scope	All patrons authorized to use Riverview Fire and Rescue meeting rooms.

PURPOSE

The purpose of this policy is to outline the terms and conditions for the use of meeting rooms in the Riverview Fire and Rescue.

SCOPE

This policy is designed to guide the use of meeting rooms located at Riverview Fire and Rescue. Meeting rooms are designed primarily to meet the operational needs of the Riverview Fire and Rescue staff and provide accommodation for educational, informational, and civic functions of the Riverview community.

The following meeting rooms are available for use:

- 1st Floor Training Room
- 2nd Floor Boardroom

PROCEDURE

Reservations & Cancellations:

- First priority for use of the meeting rooms is given to municipal meetings or programs. The normal operations of the Town must not be impacted by external use. This includes, but is not limited to:
 - Day-to-day operations of the Fire Hall
 - Riverview Fire & Rescue Training
 - Town organized events, meetings or workshops
 - Availability of staff resources
- Any group wishing to book a room for consecutive days will be charged a fee of \$50 per day.
- Requests for meeting rooms should be made at least one week in advance. Requests will be approved based on room availability. Reservations will be taken on a first-come, first served basis; however municipal meetings/events take precedence.
- Recurring users only need to complete an application once per calendar year. They should submit their request no later than the end of November if possible.

- The person reserving the meeting room will be the contact person and must be at least 18 years of age.
- The requesting organization must be one whose mandate and activities will not discriminate against any individual or group as outlined in the New Brunswick Human Rights Act.
- Rooms can be booked through Riverview Fire and Rescue's Administrative Assistant by email at slewis@townofriverview.ca, by phone at 506-387-2026 or in person at the Riverview Fire and Rescue Administrative Section.
- Any group may use available sound systems, audio-visual equipment, and microphones free of charge.
- Cancellations must be reported at least 24 hours in advance of the reservation date, except in the case of inclement weather. Cancellations will be accepted by email, phone or in person.
- Although the Town will make every attempt to find alternative facilities, the Town reserves the right, with the Fire Chief's approval, to cancel a reservation without prejudice for safety, maintenance, adverse weather conditions or other Town purposes.

Regulations:

Administration

Riverview Fire and Rescue's Administrative Assistant, under the direction of the Fire Chief, will be responsible for the administration of bookings. Staff will have the sole discretion to approve or reject event bookings based on the suitability of the event and capacity impacts. Suitable events may not be approved based on the guidelines set out in this policy, frequency or timing of other previously booked events.

Use of Rooms

Riverview Fire and Rescue is a non-partisan venue year-round. Council Members, Members of the Legislative Assembly and Members of Parliament are all welcome to attend events at the Fire Hall to fulfil their roles and responsibilities as elected officials, however, they will refrain from any campaigning. Registered political parties will not be permitted to hold an event or present a display inside the Fire Hall.

Utilization of a Riverview Fire and Rescue meeting room does not constitute endorsement of the group's policies or beliefs. Meetings may not be publicized in any manner that suggests Town sponsorship or affiliation.

Acceptable users for the training room and boardroom are:

- Municipal staff, boards and committees
- Local non-profit groups/organizations which directly support the town Fire/Emergency Services such as:
 - Canadian Red Cross
 - Amateur Radio Club

- Tri-County Search and Rescue
- RCMP
- Mutual Aid Fire Departments
- Local non-profit groups/organizations supported by the Town of Riverview such as:
 - Riverview Arts Center

Other uses that fit the above criteria may also receive approval (ie. Partners with Fire and Rescue or the Town).

The following types of events are NOT permitted inside the Fire Hall:

- Commercial activities involving retailing and/or merchandising
- Preaching or activities that aim to convert or recruit someone to join a religion, cause or group
- Public rallies, petitions or demonstrations
- Recruitment or membership drives
- Registered political party events or displays
- Gatherings of a purely social nature

Organizations meeting in the Fire Hall meeting rooms shall not use Fire & Rescue for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the Fire Hall's telephone system.

Room Use

- Meetings may be scheduled during the following times:
 - Monday – Thursday: 8:30 a.m. – 12 Noon
 - Monday – Thursday: 6 p.m. – 9 p.m.
 - Friday: 8:30 a.m. – 9 p.m.
 - Saturday – Sunday 8:30 a.m. – 9 p.m.*
- * with the exception of the first weekend of the month
- With prior approval, groups may arrive at the meeting room up to 30 minutes before the meeting begins and leave the room no later than 30 minutes after the meeting is scheduled to end. All meetings rooms must be vacated no later than 9:30 p.m.
- Meeting room doors must be closed while conducting meetings during normal business hours.

Clean-Up

- No decorations or application of materials to walls or floors is allowed.
- All garbage must be put in the proper trash bins.
- It is the responsibility of the user to ensure the room is returned to its original condition at the end of the meeting.

Damage

- No animals/pets are allowed in the meeting room except for guide or service dogs.

- Use of hazardous materials is prohibited.
- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the user. The organization will be barred from further use of the room until such damages are paid.
- Riverview Fire and Rescue is not responsible for damage to, theft, or loss of articles or property belonging to persons reserving Fire Hall meeting rooms and/or to those attending meetings.

Food & Beverage

- Only non-alcoholic beverages may be served in the meeting rooms.
- Catered meals are permitted. Coordinating catering is the responsibility of, and all supplies must be provided by, the room user.
- Use of the kitchen facilities and any equipment must be requested at the time of application for meeting room facilities. Use of the kitchen is for serving non-alcoholic beverages and light refreshments only. The Town does not supply dishes or utensils.
- Food is not to be left in the refrigerator. Food must be placed in the proper trash bin or taken away directly after the event.

Supervision

- A responsible adult over the age of 18 shall be present at all times. If children are present, they must be supervised at all times.
- The conduct of the meeting will be respectable and well governed.
- It is the responsibility of the group reserving the room to be aware of all emergency exits and to evacuate the building in case of fire alarm or other emergency.

Staff Assistance

- Riverview Fire and Rescue is not responsible to provide Flipchart Papers, pens, stationery, etc.
- Fire & Rescue staff will not be responsible for changing room set-ups and equipment. Such changes would be the responsibility of the room user.

Colin Smith
Chief Administrative Officer

Date

Ann Seamans
Mayor

Date