

Training Room / Facility Rules & Regulations

- a. An approved facility use request limits the use of equipment to furniture and large equipment assigned to the facility and equipment listed on the Facility Use Request Form. (Do not sit on tables or anything other than chairs provided).
- b. The facility user shall furnish their own expendable supplies (i.e. paper, pencils, pens, etc. and coffee and coffee supplies to those organizations/departments not paying for Coffee Service).
- c. Computers and computer related equipment are not available and must be provided by the facility user.
- d. Meeting supplies, materials and equipment may not be left in room(s) outside of reserved times.
- e. Office supplies are not available (i.e. pens, paper, tablets, envelopes, etc.) and must be provided by the facility user.
- f. Office Support to either send/receive faxes or make photocopies, etc., is not available after normal business hours (M – F 8am - 5pm, nor on weekends). *Note: There are fees associated with this provided service. Refer to Facility Use Fee Schedule for costs.*
- g. After event, facility user is responsible for the following:
 - Place tables in classroom format
 - Placing chairs on tables
 - Empty all trash in kitchen, training rooms and bathrooms (Dumpster located in far rear responder parking lot area)
 - Vacuum and clean floors (if necessary)
 - Erase and clean chalk and marker boards
 - Turn off all lights (If facility is being used after hours and on weekends)
 - Turn off Media system or notify staff that the meeting has ended to turnoff/secure system
- h. All facility users must provide adequate supervision for the group during activities and be responsible for the group's conformance with the rules.
- i. Report any damage that occurred during use or any unusual conditions found to the Facility Coordinator.
- j. Use of tobacco (except in approved outdoor locations, which is 50' of any entrance), liquor, illegal drugs, fighting, betting or other forms of illegal gambling shall not be allowed on the Borough grounds or in the facilities.
- k. The Matanuska-Susitna Borough or the Department of Emergency Services is not responsible for loss of personal property by individuals or

groups during non-emergency service use. Facility users must provide for the security of personal property.

- l. Authorized facility use shall be responsible for the conduct and control of all participants and attendees, and must comply with all applicable Borough policies, State and Federal laws and facility use rules and regulations.
- m. Approved Facility Use Request Form is limited to the specific room(s) or area, during the days and hours specified on the form. (Apparatus bays and other areas within the facility are restricted and may not be accessed without a fire department member as an escort). The facility user must ensure that the remainder of the building is not accessed and that the group arrives and leaves on time. The approved Facility Use Request is limited to the described activity, and any change to the described activity must be approved by the Facility Coordinator.
- n. No partisan, sectarian or religious doctrine or ceremonies are permitted in the facilities.
- o. Animals in Public Safety Facility meeting and office areas are prohibited. This does not prohibit the use of guide dogs by the blind, or use of animals outdoors.
- p. All garage sales, rummage sales, flea markets or auctions must be sponsored by Borough Emergency Services organizations.
- q. Decorations and applications of materials to walls, ceilings and floors will not be permitted without the approval of the Facility Coordinator.
- r. Overnight stays in the Public Safety facilities are not permitted. (Contact Facility Coordinator for more specifics regarding overnight stay rules).
- s. Approved Facility Use Requests for outdoor areas may require the user to provide necessary restrooms and garbage removal. Access to electricity and water must be requested via the Facility Use Request Form.
- t. The Facility Coordinator may impose reasonable conditions to any approved Facility Use Request Form in addition to those specified.