



**GREATER NAPLES FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS**

14575 Collier Blvd. • Naples, FL 34119
Phone: (239)348-7540 Fax: (239)348-7546

MEETING ROOM APPLICATION

Today's Date: _____

Organization: _____

Address: _____

E-mail Address: _____

Phone: _____

Website: _____

Location Requested: 1-First Choice: 2- Second Choice

() Headquarters: 14575 Collier Blvd.

() Station: Fire & Life Safety: 2700 North Horseshoe Drive

() Station 20: 4798 Davis Blvd.

() Station 70: 4741 Golden Gate Pkwy

() Station 71: 100 13th St. SW

Date of Request: _____

Time of Event: _____ to _____ Total Hours requested: _____ (Must include set up and cleanup.)

Number of Expected Participants _____ (Include all staff and vendors)

Responsible Individual: _____

Address: () Same: _____

Phone: _____ Cell: _____

E-mail address: () Same: _____



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MEETING ROOM HOLD HARMLESS AGREEMENT

I / We _____ hold harmless the Greater Naples Fire Rescue District, its Fire Commissioners, Officers, and Members.

I / We agree to uphold the standards of the Fire District with use of the facilities.

Exterior Signage Limited to two 2 x 3 Ground Signs, Up to two hours before and after event in accordance with Collier County ordinances.

Any signage left behind will be removed and placed in trash. Responsible party will be charged accordingly for staff time.

No Smoking in Fire District Buildings or on the property. This is a Smoke Free Facility.

All vehicles shall be parked legally. Vehicles shall not be parked in front of any apparatus bay or otherwise impede emergency responses.

No trash shall be left behind and shall be removed from building to exterior trash receptacles.

No portion of any event can take place outside of the building.

Use of PA system will be limited to the room.

The facility will be returned equal to or in better condition than when occupied.

I / We understand the District may revoke use at any time.

I / We understand the District may have to displace the party in the event of an emergency.

I / We have provided proof of insurance

I / We understand fees may be deducted from the security deposit due to any infractions.

I / We agree to all terms and conditions.

I / We understand all damages will be deducted from the security deposit and I / we are responsible for damages above and beyond the security deposit.

Compliance of all fire codes is required. No doors shall be locked or blocked, maximum occupancy shall be limited to those posted by the Fire Marshal.

The District will provide a meeting room, rest rooms, table and chairs limited to room use and garbage containers.



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I / We understand this is a request to use a GNFD meeting room. I / We understand approval is required and not guaranteed. The District reserves the right to deny all applications.

Proof of Ownership or Corporation: _____

Proof of Insurance: Insurance Company: _____

Signed: _____

Approved: _____

Payment received Date _____ and Time _____

() Cash: () Check: () Money Order; () Credit Card

Rental \$ _____ Deposit \$ _____

Received By: _____

Deposit Returned on Date _____ Less Damages \$ _____ Amount \$ _____

Received By: _____ Distributed By: _____



GREATER NAPLES FIRE RESCUE DISTRICT POLICIES

Approved:
11/10/2015

Revised:

POLICY # 902.2

Meeting Room Usage by Outside Organizations

Purpose

To identify terms and conditions for utilization of Fire District Meeting Rooms by outside Organizations.

Policy

The Greater Naples Fire Rescue District (GNFD) recognizes that an organization can request to utilize meeting rooms to promote, distribute, or conduct classes, seminars, and training. The District recognizes that meeting rooms can be available to host or conduct training, programs, classes or public meetings.

Definitions:

The following terms shall serve as definitions specifically outlined within this policy.

For Profit Organization- an organization or company to gain a business profit.

Non-Profit Organization- an organization recognized as a non-profit by the IRS or a Government agency.

Meeting Room-considered any one of the five public meeting rooms located at the following locations: Each request is considered on a case by case basis.

1. Station 73 - 14575 Collier Blvd Naples, FL 34119
2. Station 71 - 100 13th Street SW Naples, FL 34117
3. Station 20 - 4798 Davis Blvd Naples, FL 34104
4. Fire and Life Safety - 2700 North Horseshoe Drive, Naples FL 34104 (8:00 AM to 4:30 PM)
5. Station 70 Training - 4741 Golden Gate Parkway, Naples FL 34116

Rules:

No Smoking inside any building or on the grounds, no alcohol or any other illegal substance.

Organizations shall be limited to use of District facilities no more than 12 times per year.

No meeting room shall be rented to an individual.

Within the policy is the approval, use, and fees associated with utilizing the facility once the request is approved.

Submit an Application with the following information:

1. Name, Date, Address, and Phone Number of the person requesting the facility.
2. Number of participants.
3. Purpose and usage of the facility.
4. Dates and times that the facility is requested (e.g., Monday-Friday 1500-1700 hours)
5. If a business; provide proof of business ownership (e.g., website, flyer)
6. Request two facilities of preference by priority (e.g., Station 73-choice 1; Station 71-choice 2)
7. Provide proof of Liability Insurance of \$300,000 naming GNFD as a Certificate Holder.
8. The organization will abide by the Code of Conduct of the Greater Naples Fire Rescue District.
9. Sign a written agreement provided by the District agreeing to all terms outlined within this policy.
10. All costs associated with utilizing the facility must be paid in-full prior to facility utilization.

Payments must be paid to the District at least seven days prior to utilizing the facility. A meeting room reservation will not be guaranteed until all fees are paid.

For Profit Organization Fees Schedule:

1. \$25.00 per hour (Minimum Two hours)
2. \$500 Security Deposit shall be provided with initial payment. (Deduction may be for damage, if facility not returned equal to or better than when occupied, and any hours beyond contracted hours). (For every 15 minutes or a portion thereof \$50. Example: One hour equals \$200) All damage beyond the security deposit will be assessed to the organization.
3. Groups greater than 50 persons shall have a trained crowd manager on site. (Provide certification of Crowd Manager or use GNFD Crowd Manager at \$100 per hour.)

Non- Profit Organization Fees Schedule:

1. \$00.00 per hour
2. A \$10.00 per hour charge for utilities may be charged for more than two scheduled dates or more than four hours of use.
3. A fee of \$100 for carpet cleaning may be charged for a group that schedules 6 events in a year.
4. \$100 Security Deposit shall be provided with initial payment. (Deduction may be for damage, if facility not returned equal to or better than when occupied, and any hours beyond contracted hours. (For every 15 minutes or a portion thereof \$10.00 Example: One hour over scheduled time equals \$40) All damage beyond the security deposit will be assessed to the organization.

5. Groups greater than 50 persons shall have a trained crowd manager on site. (Provide certification of Crowd Manager or use GNFD Crowd Manager at \$100 per hour.)

Disclaimer:

The District reserves the right to collect payment from the requestor either in monetary form or receipt of the following acceptable methods of payment (e.g., free student for courses being offered, free text books, or educational materials, other donation).

Refund:

For a refund of the hourly rate a request shall be made seven days prior to the event. A refund of the hourly rate is forfeited for no shows or failure to cancel seven days prior.

For two or more no show events, the group will be canceled and forfeit security deposit.

Security Deposit will be refunded less any damage, cleaning or charges for extra time using facility.

Disclaimer:

The District reserves the right to refund deposits made by the organization securing the facility under extenuating circumstances. These circumstances shall be defined by the Fire Chief or Designee.

Movement:

If the District cannot comply with the original request for a specific agreed upon facility, the District reserves the right to move the "event" to another one of the five listed meeting rooms. The District will make every effort to notify the requestor in a timely manner.

The requestor shall not be moved with less than 24 hours of notice.

Disclaimer:

In the event of a Declared Emergency need of the Fire District the request for use may be cancelled by the Fire District and all funds will be reimbursed.

Contact Information

Contact Greater Naples Fire Rescue Administrative Headquarters at (239) 348-7540 for additional information.