

Coppell Fire Department Standard Operating Guidelines



SOG# 00-21 – CFD Training Room Policy	Effective Date: 11/04/2009
Fire Chief: <i>[Signature]</i>	Revised Date: 12/1/2015

Purpose: To provide guidelines for reserving the Coppell Fire Department Training Room

Scope: This policy applies to all members of the Fire Department and any organization or group requesting the use of the Coppell Fire Department Training Room

General:

1. The Coppell Fire Department (CFD) Training Room is available to the City Council, City Boards and Commissions, City of Coppell Departments, and city-sponsored groups such as C-CERT and RACES.
2. The CFD Training Room will be made available, free of charge, for public gatherings and/or meetings of a non-profit cultural, educational, informational or religious nature when not required by the fire department or the City of Coppell.
3. The CFD Training Room may only be used during regular business hours unless a city employee will be present during the time of use after hours or on weekends.
4. The maximum occupancy for the CFD Training Room is 100.
5. The room may not be used as the primary meeting place for any organization or group not associated with the City of Coppell. All meetings are open to the public at large and any such requested use must not be disruptive to fire or city operations.
6. Use of the room will not be granted for meetings that are commercial or social in purpose; i.e., parties, showers, sales, self-promotional activities, personal use, etc. Exceptions would include city-sponsored activities such as the EMS Fair, Employee Benefits Fair, Relay for Life Silent Auction or an approved outside agency offering classes to city personnel that would involve a registration fee.
7. Governmental, tax-supported units serving City of Coppell residents or recognized City of Coppell Homeowner's Associations on file in the Planning and/or City Secretary's Departments may request use of the room.
8. No group may charge tuition or admission to a meeting held in these facilities, nor may it solicit or collect a "free will" offering, nor may it present for sale any item, which is conditional for attendance at the program. Exceptions to this provision may

be made for certain programs sponsored by the city for fund-raisers or activities referred to in Item #6.

9. Political organizations with local resident sponsorship and/or national organizations with a Coppell chapter may make application for use of the room in accordance with existing policies. Distribution of partisan campaign literature shall be limited to the room in accordance with existing policies.
10. Standing reservations for the CFD Training Room will not be accepted.
11. A group or organization may request use of the room, one meeting at a time, by completing a CFD Training Room Reservation Request Form and submitting to Fire Administration. Each meeting date/time request will be submitted on a separate form. Reservations should be made in writing no more than three (3) months in advance or less than 72 hours in advance by a City of Coppell resident. Fire and City of Coppell meetings are exempt from the three-month rule. Future meetings may not be scheduled until the day after a meeting takes place.
12. The fire department shall not handle any publicity concerning non-sponsored programs.
13. Fire personnel are not available for setting up or clearing tables and chairs in the room. The organization using the room is responsible for setting up the room as needed, restoring the room to original condition, returning or setting up tables and chairs to designated layout and vacating the room by the scheduled ending time. Removing trash and personal belongings following use of the room shall be the sole responsibility of the person and/or group requesting the room.
14. A television, VCR/DVD player and podium may be available for use within the room and must be requested on the CFD Training Room Reservation Request form. Responsibility for the safe and proper use of the equipment rests with the organization using the facility.
15. No smoking or tobacco products will be allowed in the CFD Training Room.
16. The use of candles, incense or any other open flames is prohibited in the room. Use of paint, glitter, liquid glues, glue guns, paste or adhesive of any kind is also prohibited.
17. Reservations are subject to cancellation if the City of Coppell or fire department requires the use of the room or in the case of emergency. Every effort will be made to avoid canceling a scheduled event. If a cancellation does become necessary, the applicant will be notified as early as possible.
18. Organizations or groups conducting or sponsoring meetings shall assume total responsibility for any and all damages to the room and contents utilized during the course of the meeting/function. The person making the reservation shall attend the meeting and/or designate an alternate when making the reservation.

19. A refreshment area is available and the applicant must indicate on the form if refreshments will be served. Only non-alcoholic refreshments may be served. The refreshment area must be cleaned and left in the same order it was found.
20. The Fire Chief or his/her designee will confirm approval or denial of written reservation requests within three (3) business days, excluding holidays and weekends.
21. Permission to use the CFD Training Room shall not, in any way, constitute an endorsement of any group, its policies, or activities by the fire department or the City.
22. The fire department reserves the right to have a staff member present at any meeting held in the CFD Training Room.
23. It is the policy of the fire department to maintain its facilities in compliance with all applicable local, state and federal building codes and regulations, including the Americans with Disabilities Act.
24. Charges may be imposed upon the organization if its use of the equipment and facilities results in damage to city property.
25. Permission to use the CFD Training Room may be withheld from groups who have damaged the room, carpeting, equipment or furniture, who have caused a disturbance, or failed in any other way to comply with rules and regulations governing the use of the room.
26. Organizations or groups may utilize the Town Center or Justice Center parking lots. Parking in the fire lanes or blocking access to and from the fire station by emergency apparatus is strictly prohibited.

Application:

27. City of Coppell staff reserving the CFD Training Room in accordance with City of Coppell business will contact Fire Administration staff directly and are not subject to the following application.
28. The approved meeting information will be entered into FireHouse by the Fire Department Administrative Staff for 'Department Use Only' and to avoid conflicts and double booking.
29. Organizations or groups requesting use of the Coppell Fire Department Training Room shall:
 - Submit the Coppell Fire Department Training Room Reservation Request Form to Fire Administration no more than three (3) months in advance or less than 72 hours in advance of the event. A responsible adult must complete the Coppell Fire Department Training Room Reservation Request Form. Telephone reservations will not be accepted.
 - Schedule one meeting at a time by completing a Coppell Fire Department Training Room Reservation Request Form for each requested meeting date or time;

- Schedule a subsequent meeting the day after a meeting takes place;
 - Not use the CFD Training Room as the primary meeting place for any organization or group;
 - Be notified by staff within three (3) business days, excluding weekends and holidays that the reservation has been confirmed.
30. Person making the reservation will be:
- A resident of Coppell;
 - Responsible for producing a photo-identification;
 - An authorized representative of the organization;
 - In attendance at the requested meeting;
 - Held accountable for restoring the room to original condition and returning or setting up tables and chairs to a designated layout;
 - Held accountable for ensuring the Coppell Fire Department Training Room Checklist has been completed upon departure from the room;
 - Held responsible for any damages incurred through the group's use.
31. In cases where a non-profit designation is not readily apparent, proof of tax exempt status (a 501c3 statement) may be required to establish eligibility to use the room.
32. Failure to comply with the regulations listed in this policy may result in the loss of future use of the CFD Training Room and any other action deemed necessary by the City or Fire Department.