



# Oswego Fire Protection District Community Room Reservation Application Form



Community Room with tables / chairs      Capacity 100

To request a reservation for the Community Room please complete and submit the form below to  
The Oswego Fire Protection District, 3511 Woolley Rd. Oswego, IL 60543.

Phone (630) 554-2110      Fax (630) 554-8681

Group Name: \_\_\_\_\_ Type of Organization \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Best Number by which to Reach You: \_\_\_\_\_

Email: \_\_\_\_\_

Please circle the applicable answers:

Will beverages be served?-----Yes-----No

Will food be served?-----Yes-----No

Date, Day and Time requested: \_\_\_\_\_

*When requesting meeting time frame, please be sure to include adequate time for your group's setup and cleanup.*

Total estimated attendance: \_\_\_\_\_

Brief description of the nature of the meeting: \_\_\_\_\_

By completing this application, the applicant agrees that they have read and understand the OFPD  
Community Room policy (copy attached) and to indemnify and hold harmless the OFPD.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Official Use Only:**

Approved by \_\_\_\_\_ date/ time \_\_\_\_\_

Denied by \_\_\_\_\_ date/ time \_\_\_\_\_



## Oswego Fire Protection District Community Room Policy



The Oswego Fire Protection District Community Room is available for meetings and functions associated with the Oswego Fire Protection District, local government entities, groups dedicated to the promotion of the civic, cultural, educational and informational needs of the community. The room is available to those groups of 20 people or more. To apply for the use of the Community Room, please complete the application form and return it to the Oswego Fire Protection District: Attention Administrative Assistant at 3511 Woolley Rd, Oswego, IL 60543.

Phone number 630-554-2110. Fax number 630-554-8681.

Please read the following policy prior to applying for Community Room Meeting Space.

### **Facility**

The Oswego Fire Protection District has a single room available for public use.

Station Number One, 3511 Woolley Rd, Oswego, IL 60543          Capacity 100

There are table and chairs set up in the room for use. There is a large projection screen for your use.

**Audio, visual and projection equipment must be supplied by the group utilizing the space.**

### **Scheduling**

Meetings are scheduled on a first come first served basis. All Fire District activities take priority over any other scheduled event.

### **Community Room Rules**

Groups using the Community Room are subject to the following rules and policies: Failure to comply **shall** result in the organizations future use of the room being denied.

1. The Community Room is **NOT** available for the following purposes:
  - A. For groups of 19 people or less
  - B. Commercial use
  - C. Political candidates / political activities
  - D. Any meeting that would interfere with the Fire District (noise / other factors)
  - E. Private parties or purely social gatherings



### **Community Room Rules Continued**

2. The Oswego Fire Protection District name must not be used as the address headquarters for any group, nor can the District's phone number be advertised for registration purposes.
3. Supplies may not be stored at the fire station.
4. District employees are not available for porter service. The user group **Shall** be responsible for all clean up and **Shall** be returned to its original state after the meeting.
5. This is a non smoking facility. Drugs and Alcohol are not permitted on premise.
6. Use of the room does not constitute sponsorship or endorsement by the District. No advertisement or announcement implying such a sponsorship will be permitted.
7. Attendance is limited to the seating capacity.
8. The representative from the user group must be at least 21 years of age.
9. A person in charge must remain on premise during the meeting and shall be at least 21 years of age or older.
10. Nails, tacks, tape etc. and the hanging of items on the walls are prohibited without consent from a Chief Officer.
11. Any user group of the facility shall not discriminate against any individual/group on the basis of age, sex, race, religion, national origin or handicap.
12. Groups are responsible for all set up and clean up.
13. Children must be supervised at all times.
14. Groups may not abuse the privilege of using the room. Room use may be deemed abuse for over use ( example- trying to reserve every Wednesday for the entire year).
15. The District reserves the right to deny any group the use of the facility at any time.



## **Reservations**

The use of the community room is available 7 days a week from 0700 hours to 2100 hours.

1. Groups **Shall** complete an application to reserve the room.
2. Applications do **NOT GUARANTEE** the approval for room use.
3. Applications are accepted up to 3 months prior to the room use.  
(training for the District takes priority over any outside use)
4. Groups need to notify the District ASAP for a cancellation for any reason.  
Any failed notification for a cancellation will result in future use being suspended.

**The District reserves the right to preempt or cancel meetings if an emergency arises. If this occurs, reasonable efforts will be made to promptly contact the group to reschedule.**

**The District is the final ruling authority on the approval of any application**