



**OSWEGO FIRE PROTECTION DISTRICT  
CENTRAL STATION ROOM RESERVATION  
REQUEST AND APPROVAL FORMS  
(External Organizations)**

3511 Woolley Rd Oswego, IL 60543  
Ph: 630-554-2110 Fax: 630-554-8681

<b>OSFPD USE ONLY</b>	
Application Recvd: ___/___/___	
Rcvd by inits: _____	
Approved <input type="checkbox"/> Denied <input type="checkbox"/>	
Date: ___/___/___ By: _____	
Entered on Schedule/Calendar	
Date: ___/___/___ By: _____	

**EVENT INFORMATION**

DATE OF MEETING: \_\_\_\_\_

**AVAILABLE HOURS**

SET-UP ARRIVAL TIME: \_\_\_\_\_ am/pm

Mon-Fri 8 am -10 pm

ACTUAL MEETING TIME: From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Sat/Sun 8 am -7 pm

**APPLICANT/ORGANIZATION INFORMATION**

NAME OF ORGANIZATION: \_\_\_\_\_

TYPE OF ORGANIZATION:  Government  Not-for-Profit

CONTACT PERSON: \_\_\_\_\_  
*(Shall be responsible for making reservations/cancelations and reside within the Oswego Fire Protection District)*

DAY PHONE/CELL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_ WILL FOOD/BEVERAGES BE SERVED? Yes   
No

NATURE OF MEETING: *(Provide as much detail as possible)*

\_\_\_\_\_  
\_\_\_\_\_

**ROOM USE/ARRANGEMENT & FACILITIES**

The room has moveable tables and chairs for use, as well as a podium, two dry-erase whiteboards, microwave, and coffee-maker. It is expected that any re-arrangement of the moveable tables & chairs will be returned to the "classroom-type setting" and that white boards, microwaves, coffeemakers, and tables will be appropriately cleaned and left in a ready to use state.

**\*No audio/visual equipment, including microphones, or other technical support or equipment will be provided by the Fire District**

**MEETING ROOM POLICY & PROCEDURES / WAIVER AND HOLD HARMLESS AGREEMENT**

I have read the Oswego Fire Protection District Central Station Meeting Room Policy & Procedures and agree to its provisions. I agree to indemnify, hold harmless and defend the Oswego Fire Protection District from and against any and all personal injuries and/or loss of personal property sustained by applicant's attendees arising out of the facility use applied for under the Oswego Fire Protection District Central Station Meeting Room Policy & Procedures. **The organization accepts responsibility: to return the room to a reasonable state of cleanliness; return the room to the state and arrangement in which it was prior to its use; immediately notify a Fire District employee of, and be financially responsible for, any damage caused to the room. Further, the organization understands that failure to abide by the Meeting Room Policy & Procedures and its provisions thereby consents to immediate cancellation of any pending reservations as well as consideration for future reservations.** \_\_\_\_\_(initials)

I have read and consent to the Waiver and Hold Harmless Agreement (*attached*)  \_\_\_\_\_(initials)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_  
*(If you are a homeowners/condo association application MUST be signed by association president)*

**This form may be mailed, dropped off, faxed, or emailed to the Oswego Fire Protection District once completed**

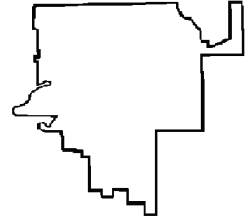
ALL CANCELLATION NOTIFICATIONS MUST BE MADE 7 DYAS IN ADVANCE



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## OSWEGO FIRE PROTECTION DISTRICT CENTRAL STATION ROOM RESERVATION REQUEST AND APPROVAL FORMS (External Organizations)



### WAIVER AND HOLD HARMLESS AGREEMENT

I understand that the Oswego Fire Protection District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911. In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Oswego Fire Protection District for any and all loss incurred by it in repairing or replacing damage to Oswego Fire Protection District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or reservation who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Oswego Fire Protection District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Fire District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of holding a special event request on Oswego Fire Protection District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed reservation request. In the event that information provided on this form changes or a scheduled date is cancelled, I agree to inform the Oswego Fire Protection District in writing at least 7 (seven) days prior to the approved reservation date.

\_\_\_\_\_ (initials)

FORMS 1, 2, & 3 SHALL BE COMPLETED IN THEIR ENTIRETY AND PROVIDED TO THE OSWEGO FIRE PROTECTION DISTRICT FOR CONSIDERATION IN MAKING A ROOM RESERVATION.

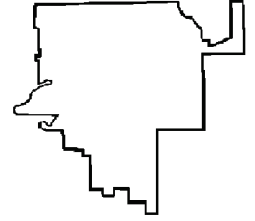
FORMS MAY BE FAXED TO 630 554-8681, DROPPED OFF AT THE CENTRAL STATION OR, MAILED TO 3511 WOOLLEY ROAD OSWEGO, IL OR EMAILED TO MEETINGROOM@OSWEGOFIRE.COM



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## OSWEGO FIRE PROTECTION DISTRICT CENTRAL STATION MEETING ROOM POLICIES & PROCEDURES



### MEETING ROOM POLICY & PROCEDURES

#### General Guidelines

The Oswego Fire Protection District Training/Community room is designed primarily to meet the operational needs of the fire district, and secondarily to provide accommodations for educational, informational, cultural and civic functions of the community. The room is available for groups of 20 to 100 people, and reservations shall be applied for at least seven (7) no more than sixty (60) days in advance of the event in order to ensure availability of the space.

To apply for use of the room, please:

- ✓ Read the Meeting Room Policy and Procedures (*this document*)
- ✓ Complete the application in its entirety (*form 1*)
- ✓ Read and attest to abiding by the Waiver and Hold Harmless Agreement (*form 2*)
- ✓ Read and attest to the Meeting Room Rules (*form 3*)
- ✓ Ensure all signatures and initials are in place and submit forms 1, 2, & 3 to the Oswego Fire Protection District Central Fire Station:
  - Via US Mail or hand-delivery to 3511 Woolley Rd Oswego, IL 60543
  - Via electronic mail to [MeetingRoom@OswegoFire.com](mailto:MeetingRoom@OswegoFire.com)
  - Via facsimile to 630-554-8681

**\*\* Merely submitting an application does NOT GUARANTEE the approval for room use \*\***

#### No Endorsement

Use of the Meeting Rooms does not constitute Fire District endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement shall be permitted.

#### Scheduling Priorities

The Meeting Room will be scheduled on a first-come first-served basis with all Fire District activities taking priority over any other scheduled event. In the event of a conflict via multiple requests received and processed for the same date/time, this list of priorities will prevail:

1. Oswego Fire Protection District
2. Other agencies of government
3. Not-for-profit community groups/organizations whose aims are for educational, cultural or civic purposes
4. Other Not-for-profit organizations (*Home Owners Associations, clubs, etc.*)

#### Reservation Requirements

1. Application and all required forms shall be properly submitted
2. Applications shall be submitted no later than seven (7) days in advance of the requested date
3. Applications shall be submitted no sooner than the (2) months in advance of the requested date
4. Any cancellations to approved applications shall be directed to the District ASAP; failure to do so shall result in the possible suspension of all future uses

**THIS DISTRICT RESERVES THE RIGHT TO PRE-EMPT OR CANCEL A RESERVATION IF AN EMERGENCY ARISES. IF THIS OCCURS, REASONABLE EFFORTS WILL BE MADE TO PROMPTLY CONTACT THE ORGANIZATION TO RESCHEDULE.**

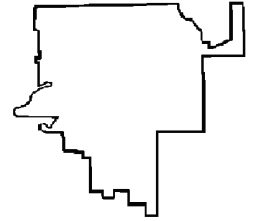
**THE DISTRICT IS THE FINAL RULING AUTHORITY ON THE APPROVAL OF ANY APPLICATION.**



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## OSWEGO FIRE PROTECTION DISTRICT CENTRAL STATION MEETING ROOM POLICIES & PROCEDURES



### MEETING ROOM POLICY & PROCEDURES - *continued*

#### Equal Opportunity

All activities taking place in the Meeting Room must be open to all citizens, regardless of age, sex, race, religion, national origin or physical handicaps. It is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

#### Liability

1. All organizations or groups shall indemnify, defend and hold harmless the Oswego Fire Protection District, its officers, agents, employees from and against any and all claims, suits, actions of any kind resulting from any negligent act, omission or error of the applicant/organization which results in personal injuries or property damage arising from the applicant/organization's use of the Fire District's Meeting Room
2. The applicant and/or organization will be jointly and separately liable for any breakage, damage or theft of any Fire District property caused by members or guests of the group or organization, including all applicable court costs and attorney fees
3. The Fire District, its employees, and Trustees do not assume personal responsibility for personal injury or damage or loss of personal property during the applicant's use of Fire District's Meeting Room
4. The applicant shall attest to these consents of liability by completing and submitting the Waiver & Hold Harmless Agreement (*form 2*) upon submitting the application for room reservation

#### Restrictions

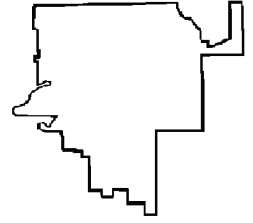
1. The Fire District Meeting Room **is not available** for private parties, commercial purposes, rehearsals, social gatherings, or fund-raising activities and shall not be used for meetings organized by a political candidate or by an organization formed specifically for a candidate or an issue (*political meetings with a less specific focus may be permitted - as such, an agenda may be requested prior to approval by a Chief Officer*)
2. Organizations meeting in the District's Meeting Room shall not use the Fire District for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the District telephones
3. All groups of persons under 18 years of age shall be attended by adult chaperones who will assume responsibility for the group's activities (*no greater than 7-1 ratio of minor to adult*)
4. Smoking is **not allowed** anywhere in the building
5. Alcoholic beverages are **not allowed** to be consumed anywhere on the premises
6. The District's Meeting Room shall not be used for groups of **less than 20 nor more than 100 people**
7. Meetings **shall not interfere with District** activities (*noise, undo use of District personnel, etc.*)
8. No group may assign its reservation to another group



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## OSWEGO FIRE PROTECTION DISTRICT CENTRAL STATION ROOM RESERVATION MEETING ROOM RULES ATTESTATION



### MEETING ROOM RULES

**The following rules are agreed to by both the applicant and, by extension and on the applicant's behalf, all attendees and/or guests using the District's Meeting Room.**

*(Applicant shall initial each item individually)*

#### Supervision of Meetings

- Attendance at meetings shall be limited to no less than 20 or more than 100 people *(as listed in application)*
- The individual in charge shall be at least 21 years of age and remain on the premises throughout the extent of the reservation while attendees are present
- Minors shall be supervised at all times *(at a ratio of not more than 7 minors to 1 adult)*
- The individual in charge shall go over the Emergency Procedures with all attendees *(back of this form)*

#### Use and Care of Facilities

- Nails, tacks, tape, etc., shall not be used on walls or dry erase boards without prior consent from a Chief Officer
- Meeting room shall be left clean and in good condition with all papers, cups and other waste properly disposed
- Microwave, coffee maker, tables, and dry erase boards shall be cleaned and restored to their original condition
- Tables and chairs shall be restored to their original configuration - classroom style setting
- Large glass-topped table, podium, and related desk shall not be moved or otherwise disturbed
- Supplies shall not be stored and/or left in the District's Meeting Room
- Any damage noted or incurred shall be communicated ASAP to the District

#### Other/Miscellaneous

- District employees shall not be expected to be available for porter service
- Use of alcohol and/or drugs on District premises is strictly prohibited
- Smoking is not permitted within the building or within 15' of *any* opening to the building
- Use of the Meeting Room shall not constitute or imply sponsorship or endorsement by the District and no such advertisement or announcement implying such shall be permitted
- Groups shall not abuse the privilege of using the District Meeting Room - abuse may be defined as:
  - Over use *(attempting to book every Wednesday for the entire year for example)*
  - Continually overstating the anticipated number of attendees to meet the minimum threshold
  - Repeatedly reserving then cancelling
  - Attempting to schedule reservations more than 60 days or less than 7 days in advance

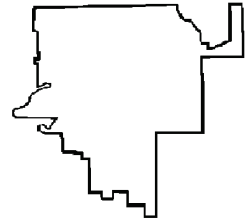




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## OSWEGO FIRE PROTECTION DISTRICT CENTRAL STATION ROOM RESERVATION MEETING ROOM RULES ATTESTATION



### MEETING ROOM - EMERGENCY PROCEDURES

#### Initial Actions

Visitors to the Oswego Fire Protection District Central Station Meeting Room *may* encounter emergencies that require immediate action. Emergencies may include:

- Tornado or other storm warning
- Fire and smoke report
- Hostile or suspicious person

In each of these cases, guests of the fire district meeting room should take immediate action to ensure their own safety. The district recommends that the meeting organizer point out the shelter areas and exits to all attendees prior to that start of the meeting.

#### General Actions

##### ***Evacuation***

If the building's fire alarm system activates, occupants should evacuate the building and remain in the general parking area in front of the building unless otherwise directed by emergency responders or building staff. Once evacuated, please stay away from exits and roadways to allow quick access for emergency responders.

The meeting organizer shall have a "roster" of attendees and ensure that all meeting personnel have evacuated the building and are accounted for outside of the facility.

##### ***Shelter***

Occupants may be required to shelter in place for tornado warnings or threat of other hazardous weather. For tornado or other high wind/hazardous weather conditions, occupants shall shelter in place in the two restrooms in the interior hallway firstly, and then in the interior hallway itself, unless and until fire district personnel provide other areas of shelter.

##### ***Muster areas***

For tornadoes/hazardous weather, the preferred areas of refuge are the restrooms in the interior hallway and the interior hallway itself.

For building evacuation due to an activated fire alarm, the preferred muster area is the brick walkway in the middle of the front parking lot.

For building evacuation due to a hostile or suspicious person, the preferred area of refuge is the Oswego Police Department lobby next door (*this can also be used for general evacuation in severe/inclement weather conditions*).

#### Concluding Actions

Occupants shall follow the direction of emergency responders before re-entering the building following an emergency.