Oswego Fire Protection Conference Room Reservation Rules
Regulation & Policy

District's Meeting Room Policy.

The Oswego Fire Protection District (OFPD) offers meeting space at its Central Station for community organizations whose programs enhance civic, cultural, educational, or informational opportunities. All reservations are subject to change based on the operational needs of the district.

Facilities

To ensure compliance with fire safety regulations, the following maximum capacities apply to each reservation.

- Meeting Room Capacity: Minimum 20 attendees; maximum 100 attendees.

Amenities:

- Movable tables and chairs, podium, two dry-erase whiteboards, microwave, coffee maker. Note: Audio/visual equipment and technical support are not provided.

Operating Hours
Monday–Friday: 8:00 a.m. – 10:00 p.m.
Saturday–Sunday: 8:00 a.m. – 7:00 p.m.
Closed on District holidays.

Reservation Confirmation:

- Upon approval, a confirmation email or letter will be issued.
- A refundable security deposit may be required based on the nature of the event and anticipated use.
- Failure to comply with policy terms may result in denial of future reservation requests.

All fees are due 10 days prior to the event.
Follow the link below: Add Name and date to Note.

Description	Hourly Rate
Security Deposit	$250 Refundable
Meeting Room Rental	$100/hour

Forms of Payment/ Deposit

- Card

https://app.autobooks.co/pay/oswego-fire-protection-dist

or scan QR Code

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Prohibited Activities

- Use for private parties, commercial activities, or fundraising events.
- Consumption or possession of alcohol or drugs.
- Smoking or vaping inside or within 15 feet of building entrances.
- The applicant agrees to protect the Oswego Fire Protection District and its staff from any claims or lawsuits caused by the applicant's actions that lead to injury or damage.
- Shall not be used for meetings organized by political candidate or by an organization formed specifically for a candidate or an issue.

Rules & Restrictions

- Supervision: One adult per seven minors under 18.
- Responsibilities: Groups must clean and restore the room to original condition. Damage costs will be billed to the group.
- No endorsement: Use of the facility does not imply OFPD sponsorship.

Certificate of insurance

Groups using the Training / Conference Room(s) must provide a certificate of insurance with the exact time and date the room will be used specified and the OFPD listed as an additional insured. The certificate should reflect the following limits of insurance:

- Limits of Liability: $1,000,000 – General Liability Aggregate; $1,000,000 – Products Completed Operations Aggregate; $1,000,000 – Per Occurrence; $1,000,000 – Personal & Advertising Injury; $100,000 – Premises Damage; and $10,000 – Medical Payment.

❖ **Please email the certificate of Insurance to meetingroom@oswegofire.com**

- CANCELLATIONS Written Notice Required:
  All cancellations must be submitted in writing and are considered final. Approved users wishing to cancel their reservation must notify the Oswego Fire District at least 48 hours prior to the scheduled event. Telephone cancellations will only be recognized in the event of a last-minute emergency. If a reserved meeting room is not utilized and no cancellation notice is provided, future access to facilities may be suspended.

Refund Eligibility:
Groups who cancel in accordance with the policy will be eligible to a full refund of all applicable fees.

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District Rights
(OFPD) reserves the right to cancel or preempt reservations for emergencies or operational needs. Reasonable effort will be made to notify affected groups.

Accessibility
Groups must comply with the Americans with Disabilities Act and provide accommodations as needed.

Contact
Oswego Fire Protection District
3511 Woolley Rd, Oswego, IL 60543
Phone: 630-554-2110 | Fax: 630-554-8681
Email: MeetingRoom@OswegoFire.com

Reservations

Applications must be submitted at least 7 days prior and no more than 60 days in advance.

Submit applications:

- To request a reservation for the Training / Conference Room please complete and submit the form below to:

https://forms.gle/digT3JGKf8zksSea8