



Central Coast Fire & Rescue District
145 NW Alsea Hwy
Waldport, OR 97394
(541)-563-3121

Name _____ Date _____
Group Name _____
Mailing address _____ Phone _____
E-mail _____

Date(s) requested _____ Time _____ to _____
(Please include set up time) ___ Weekly ___ Monthly ___ One-time use

Purpose of rental use: _____
Approximate attendance: _____

The maximum occupancy of the Central Coast Fire and Rescue meeting room is 50 people.

Terms

- Room rental shall be on a first come, first serve basis once rental agreement is on file.
- Room availability is Monday-Sunday 7:00 a.m.-9:00 p.m.
- Central Coast Fire and Rescue reserves the right to terminate contract as we see fit.
- All individuals and/or businesses must complete a room rental agreement form
- Cancellation must be done one week prior to the scheduled.
- Users of the meeting room are responsible for all set up of equipment (tables, chairs, etc.)
- Central Oregon Coast Fire and Rescue is a smoke-free building.
- If serving food, you must possess the proper permits prior to your event (if the event is open to the public). You are responsible for all clean up including dishes and garbage from the event.

Regulations

- Renters are responsible for any damage to the facility and/or contents of fixtures. All damages must be reported to Central Coast Fire and Rescue staff immediately.
- The room must be left in a neat, clean, and orderly condition. If these conditions are not met, a Room Clean-up Fee of \$100.00 or the actual cost of cleaning and or damages, whichever is higher, will be charged and notice will be given to the group. Individuals holding events assume responsibility for any damage to rooms, contents of equipment used will be charged for any necessary repairs or replacement.
- Renters understand that nothing shall be attached to the walls, ceiling, or any of the fixtures.
- It is understood that the Central Coast Fire is in no way responsible for any personal injuries, property damages or other liabilities that may be incurred during use of their facility. Renter agrees to release indemnity and hold Central Coast Fire harmless of any such damages.
- Central Oregon Coast Fire and Rescue is a drug, alcohol, and smoke free facility

We gladly welcome Station 72 for the public use. However, please understand Central Coast Fire is a full-time, functioning, 24/7 staffed fire department. Be aware that there may be large apparatus, equipment noise, and staff entering and exiting the facilities. Please be courteous to our staff, and respectful of noise. Do not enter crew quarters or apparatus bay without permission of the on-duty crew. Breach or violation of this agreement may subject renter of fees, termination of event, and or removal from district property.

Signature _____ Date _____

The form must be returned as soon as possible in order to confirm your meeting room date and time. Return completed form to:

Central Coast Fire & Rescue Districts

PO Box 505/145 NW Alsea HWY, Waldport, OR. 97394 PH: (541) 563-3121