

Boulder County Regional Fire Training Centers
Class/Conference Rooms
Non-Member Rental Application

(The use of this facility must be for a first responder emergency services function.)

Applicant Name: _____

Agency Name: _____

Agency or Applicant Address: _____

Applicant Contact Information: Office phone: _____ Cell Phone: _____

E-Mail address: _____

Dates of Event: _____

Purpose of Event: _____

Other Agencies attending: _____

Please circle the room you would like to utilize:

Large Training Room: (\$300 full day or \$150 half day)

Split Large Training Room: (\$200 full day or \$100 half day)

Lower Conference Room: (\$100 full day or \$25 per an hour)

Upper Conference Room: (\$100 full day or \$25 per an hour)

Kitchen: \$50 per day for use. You are responsible for cleaning the kitchen.

Full Classroom, conference rooms and bay areas per day: \$1000 (excludes use of the outside buildings and props).

Prior to submitting the application you as the applicant must have:

- 1- Read and sign the Dangerous Activity Release.
- 2- Read and sign the user agreement form.
- 3- Understand your responsibilities as the applicant.

Total Cost for Room/Rooms Rental to be paid to the BCRFTC: _____

Applicant Responsible Party signature: _____

Name: _____ Title: _____ Date: _____

BCRFTC Approval Representative: _____

Name: _____ Title: _____ Date: _____

Be advised that if the facility is damaged or left not cleaned you will be billed for the repair and or cleaning costs from the BCRFTC Board.

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Non-Member Rental Application Check List

Application Process:

- 1- Fill out and sign the application and Dangerous Activity Release form.
- 2- Send completed forms to Bruce Mygatt at Boulder Rural Fire Department, 5075 Jay Road, Boulder, CO, 80301.

After being accepted:

- Make payment via a check to the BCRFTC Board for the full amount of the room rental.
- Make arrangements to meet with Bruce Mygatt or his designee and get a key, walk through the facility and understand the lay out, expectations and locking of the facility.
- Prior to your conference make sure you have filled out a pre-existing damage assessment form, if there is damage to the room you have rented.

After your conference you are responsible for the following:

- Put all chairs and tables back to a classroom style. Tables should be arranged north to south facing the front of the room.
- Pick up all trash from classroom and the restroom facilities. Put all trash outside the North Bay doors in the large trash container.
- Wipe down all tables with cleaner. The cleaner is located in the janitorial closet.
- Clean coffee pots if used and rinse out with soap and water.
- Clean off all white boards used.
- Turn off all AV equipment and lights.
- Make sure the facility is clean, all lights are off and the doors are locked. You are responsible for checking all of the doors at the center to secure them.
- After locking the main facility, you may need to secure the front entrance gate of the facility before leaving if no one else is at the facility.
- Contact Bruce Mygatt on the next business day and advise you have completed the use of the facility. The facility will be inspected to determine if a cleaning fee or damage fee will be assessed.
- Return the key to Bruce Mygatt. For keys that are not returned, you will be charged \$100 for a replacement.

Thank you for choosing to use our facility for your special event.
The BCRFTC Board of Directors

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Member Agency Room Use Check List

The BCRFTC training center is your facility and as a paying member you are responsible for the upkeep and cleaning of the training center.

As a user once you have submitted all required documents to the Board of Directors, you will be given a gate access card and also a password for the Calcuim calendar for scheduling. It is your responsibility to schedule your classroom or conference room.

The required documents include the following:

- 1- Documentation of Annual User Fee paid.
- 2- An annual Dangerous Activities Release signed by the Chief of the Department.
- 3- A copy of your agencies Worker's Compensation Insurance Certificate on file.

Below is a check- list of expectations for the users of the classrooms and conference rooms:

- Prior to your conference or meeting make sure you have filled out any pre-existing damage on the damage assessment form if there is damage to the room you have signed up for.

After using a room you are responsible for the following:

- Put all chairs and tables back to a classroom style. Tables should be arranged north to south facing the front of the room.
- Pick up all trash from classroom and also the restroom facilities. Put all trash outside the North Bay doors in the large trash container.
- Wipe down all tables with cleaner. The cleaner is located in the janitorial closet.
- Clean coffee pots if used and rinse out with soap and water.
- Wipe off all white boards.
- Turn off all AV equipment and lights.
- Make sure the facility is clean, all lights are off and the doors are locked. You are responsible for checking all of the doors at the center to secure them.
- After locking the main facility, you may need to secure the front entrance gate of the facility before leaving if no one else is at the facility.

*** Be advised you are the hosting agency of your meeting; you are responsible for the cleaning of the rooms, and for the liability of all members attending. If you need single dangerous activity release forms they are located at the front desk; you may have non-member agencies sign to cover your liability.***

Thank you for choosing to use our facility for your training and special event.

The BCRFTC Board of Directors