CHRISTIAN COUNTY AMBULANCE DISTRICT

320 N 20th Street, Ozark Missouri 65721
Headquarters (417) 581-3700

CHRISTIAN COUNTY AMBULANCE DISTRICT
Community Room General Rules

1. To request reservation of the community room, please complete this form and email it to outreach@ccadems.com. You will need to provide information from the application in order to make the reservation request. The Christian County Ambulance District cannot guarantee the availability of the community rooms.

2. Reservations of the Christian County Ambulance District Community Room(s) will be on a first come, first served basis. The community rooms' availability is limited. We reserve the right to limit the use that might interfere with normal station activities. Christian County Ambulance District meetings take priority. *From time to time the Christian County Ambulance District meetings will change due to unforeseen circumstances and will take priority. In case of this event you will be notified and have the option to reschedule for a later date where possible.

3. If the reservation/meeting is scheduled to run into the evening, please be considerate of the staff that may be resting near this room. The staff will likewise be considerate of your event.

4. Station tours are not a part of this reservation but are made available upon request. In the event the crew is dispatched to a call please understand that they may not be available to accommodate the request.

5. **Day of Event:** The doors should be unlocked prior to the request; however, circumstances could arise that the crews may be out of the station.

6. Due to the volume of request we receive (specifically for Fridays and Saturdays) We ask that you stay within the 2 hour reservation limit. For large groups and training sessions, this time frame will be reviewed based on each request.

7. **Alcoholic Beverages:** Alcohol is not allowed in or on the Christian County Ambulance Districts property at any time.

8. Tobacco use is **not** permitted in or on the Christian County Ambulance District property.

9. Firearms are prohibited on Christian County Ambulance District property.

10. No sales of any type or exchange of funds are permitted in the Community Room. To avoid the appearance of any suggestion of improper partisanship, endorsement or partiality in the use of the premises, political activities on the premises, other than the use of the room as a duly sanctioned election polling place in a municipal, county, state or federal election, are prohibited.

    Improper political activities shall include, but not be limited to:
    Speeches, rallies or other gatherings in connection with the promotion of a candidate for any public office, or in connection with a legislative or election issue; political party or committee or other organizational meetings of any kind; activities of any kind in connection with any petition for the calling of an election or for presentation to a governing political body or official; political fundraising activities; and any meetings or other activities intended to promote the candidacy of a person for any public office or for the promotion of any legislative or election issue; and any activities intended to register persons to vote or increase voter turnout.

11. The Community Room(s) shall not be used for any fraudulent purpose.

12. There will be no disc jockeys or loud music allowed. If there will be singing or any other type of low-volume music, you will need permission from crew due to the living quarters of the station.

13. **Decorations:** The only decorations permitted in the meeting rooms are those which may be placed on the floor or on the tables. The user may not hang, tape, or suspend decorations from the walls, ceilings, or other structure within the meeting room. No use of pins, tacks, staples or nails is allowed. No use of packing or duct tape is allowed on the walls. No candles or open flames are permitted inside the meeting room at any time. The user shall not use rice, bird seed, glitter or confetti of any type in the meeting room(s) or on the grounds outside of the Christian County Ambulance District property without approval.

14. The Community Rooms are set up with table and chairs. We ask that you please do not sit or lean against tables. The user will be responsible for returning the meeting room to its normal condition. Cleaning supplies can be provided by the Christian County Ambulance District such as trash liners, cleaning solutions, towels, vacuum cleaner, dust pan and/or mop upon request.

15. **Damages:** The user will be held responsible for any damage to the facilities and/or contents and fixtures, except for normal wear and tear as deemed by the Christian County Ambulance District. All damage must be reported to the Christian County Ambulance District immediately. The user will be expected to cover all repairs and replacement cost for any damage to the facility itself and/or the contents of such.

16. The community room must be left in proper order, with all paper, trash, etc. disposed of in trash receptacles. Waste should be emptied in the dumpster at rear of building.

17. **Cancellation:** Cancellation of the community room reservation by the user within 14 days of event will be appreciated.

18. **No Pets allowed, with the exception of those used for personal assistance (i.e. seeing-eye dogs).**

19. It is understood, the Christian County Ambulance, is in no way responsible for any personal injuries, property damages, lost or stolen property or other liabilities that may be incurred during use of their facility. The user agrees to release indemnity and hold the Christian County Ambulance District harmless of any such damages.

**** You may copy for your records ****

****ALL RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE****

The Christian County Ambulance District is Proud to be of service to our community, and we hope you find the Community Room a nice place to hold your meetings or parties.