

Room Regulations

- The Community Room was primarily designed for La Crosse Fire Department/Police Department programs and use. When not in use by the department, the meeting room can be used for a rental fee by community groups and organizations.
- The public meeting room is **not** available for:
 - Fundraising or for-profit activities.
 - Purely social functions (e.g. receptions, birthday parties, showers, etc.)
 - Activities that by their nature are or could be disruptive to normal fire operations (e.g. loud rallies or ceremonies). Noise resulting from public use of the meeting room must fall within levels that are acceptable and consistent with normal department operations.
- The department may cancel confirmed reservations to accommodate La Crosse Fire Department/Police Department-sponsored activities. Fire staff will notify meeting room users in the event of cancellation with two weeks' notice.
- The department retains the right to monitor all meetings, programs, and events conducted on the premises to ensure compliance with department regulations.
- Fire staff will have access to the room at all times.
- The department reserves the right to review each prospective use and determine if that use falls within the La Crosse Fire Department meeting room guidelines. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to fire service, abusive, or dangerous to the building, department materials, exhibits, furnishings, or individuals in the building.
- General courtesy and safety are expected. Individuals responsible for the meeting must ensure that all attendees know where the fire exits are located.
- The La Crosse Fire Department facilities are smoke-free and alcoholic beverages are not permitted in any part of the building or property.
- Animals (apart from service animals) may not be brought onto the department premises unless a part of a fire-sponsored program.
- It is the responsibility of the user organization to comply with the provisions of ADA (Americans with Disabilities Act), including providing an interpreter, if requested.

Food/Beverages

- Food and non-alcoholic beverages may be served in the department meeting room. If there are spills or stains to the carpet or furnishings of the room, the users may incur additional cleaning charges.
- The space includes a sink. Users must provide their own utensils.
- Pre-made, box lunch, or catered food only. Crockpots are not permitted.

DVD/Video Showings

User organizations agree that they will comply with copyright laws and will secure necessary performance licenses for DVD/video showings and exempt the Fire Department for any failure to do so.

Equipment/Materials/Set up

- The department will provide tables, chairs, etc. for meeting spaces; however, the department will not provide room setup. Representative(s) of the group is responsible for any room set up and for returning the space to its standard set up following use.
- The department is not responsible for equipment or material owned by an organization and used in the conference room. Equipment and materials owned by others may not be stored at the station.
- No organization may list the address of any of the La Crosse Fire Department as its official address without permission from the Fire Chief.
- There is no charge for the use of the equipment. Specific audiovisual equipment requests should be indicated at the time the room is reserved. Equipment availability must be confirmed by staff.
- The department cannot provide operators for the equipment. If instructions are required for equipment operation, a representative of the group must set up an appointment with meeting-room coordinator in advance.
- Damages to department equipment will be assessed and charged accordingly.

Cancellations

Please call 608-789-7262 at least 24 hours in advance to cancel a meeting room reservation to avoid responsibility for payment.

Cleaning / Vacating the Rooms

- Users are required to clean and vacate rooms at the scheduled time. Time after closing for cleanup will not be allowed, so any use of the space must take that into account when scheduling. The same room may be used by several groups on one day and your cooperation is essential in providing clean, ready-to-use rooms for all parties.
- Users are required to clean up the space when they are finished. This includes clearing glass boards, wiping down tables, vacuuming, etc.
 - Vacuum is on location inside attached storage closet
 - The only provided cleaning supplies will be for the meeting room glass board
- Users are required to break down any tables and chairs that were used.
- Users are required to shut down and secure any equipment that was used.
- The community room must be cleaned after use. Groups that fail to properly clean the space and vacate the room as required are subjected to an additional \$100 fee.
 - Non-profit organizations are subject to the same fees.
- Fob (red) Dropbox is located inside the front entry vestibule of the station, off Charles Street. Fob should be returned promptly after your event concludes.
- Reservations can be made no more than one month before the requested date, and a minimum of two hours is required.

The station conference room is available for public use from 8am-8pm, Monday-Friday. It is available on a first-come basis. When scheduling, keep in mind that the room is NOT available before 8am or after 8pm, including set-up and take-down times.

To reserve room, please call 608-789-7262, Monday-Friday between 7:30am-3:30pm.

Capacity/Fees

Capacity 74 Chairs only *Theater*

Capacity 32 Tables and chairs (with the option to expand to 36) *Classroom*

- Residents
 - M-F 8am-4pm \$28/hr
 - M-F 4pm-8pm \$56/hr
- Non-residents
 - M-F 8am-4pm \$42/hr
 - M-F 4pm-8pm \$84/hr
- The following are exempt from rental fees but donations to help offset meeting room costs are graciously accepted:
 - Meetings and events which are sponsored by the Fire Department
 - Sponsored by other City of La Crosse departments
 - City-recognized neighborhood associations
 - Agencies of the State of Wisconsin and the City and County of La Crosse
- Courses that require tuition or registration offered by established educational institutions may use the meeting space and collect fees as necessary.
- Failure to return the Key Fob will result in a \$100 non-return fee
- Payments can be made in person at City Hall with cash or check, or online using a credit card at: https://egselfservice.cityoflacrosse.org/EnerGov_Prod/SelfService#/home