

**Policy for use of the Training/Meeting room of the
Marion Fire Department
September 23, 2004**

The primary purpose of the training/meeting facility located in the Marion Fire Department is to provide classroom and meeting space for the members of the Marion Fire Department. This facility is not for rent nor is it intended to be use for non-public commercially related functions.

The priority for use of this facility will be as follows:

1. Training and meeting needs of the Marion Fire Department.
2. Other fire service related training and/or meetings.
3. Other public service agency training and/or meetings.
4. Any other City related business.
5. Any other use authorized by the Fire Chief. Such use will to be primarily limited to McDowell County governmental units, McDowell County Schools, McDowell County non-profit organizations with the stipulations that religious services may not be held in the building.

Use of and procedures for reservation of the training room:

1. This room must be reserved by contacting the Fire Chief at 652-5201.
2. Nothing can be attached to the walls nor can the photographs, plaques etc. belonging to the Marion Fire Department be removed.
3. Equipment including tables, chairs and A.V. equipment shall not be removed from the room.
4. Each group using this room will be responsible for all damages to the room including the equipment in the room.
5. It is the responsibility of each group using the room to see that the room is cleaned and the trash emptied after each use. The tables and chairs are to be placed in their original position after each use.
6. The group using the room shall notify the duty fireman when they have finished their meeting and the duty fireman will inspect the room with a representative of the group.