



**Matlacha/Pine Island Fire Control District Class Rooms
Facility Use Information Packet**

It is the policy of the Matlacha/Pine Island Fire Control District to provide class room facilities for groups, organizations and individuals for meetings or events of community interest during the hours of 8A.M. to 8P.M. 7 days a week. Priority for use of the class room will be given to those sponsored by the Matlacha/Pine Island Fire Control District. Permission to use the class room will be given on a first-come, first-served basis. Please read and agree to the statements below, sign it, then fax or email it along with the Facility Use Application form.

- Please call the Matlacha/Pine Island Fire Control District at 239-283-0030 to confirm availability of the room and location.

Station	Address	Capacity	Amenities
Station 1- Pine Island Center	5700 Pine Island Road Bokeelia, FL 33922	50	Table, 20 chairs, TV
Station 3 – Bokeelia	14861 Stringfellow Road Bokeelia, FL 3922	50	Table, 20 chairs, TV
Station 4 – Matlacha/Cape Royal	3500 Pine Island Road SW Cape Coral, FL 33993	40	Table, 20 chairs, TV

NO PARKING allowed in front of the bays.

Rules of Use

- Must sign the Facility Use Application with the hold harmless agreement then fax or email it along with this form for approval.
- Reservations are not confirmed until the request is approved.
- Smoking, tobacco products and products that simulate the use of tobacco (electronic cigarettes) or vaping **is strictly prohibited**.
- NO food or drinks allowed; except water.
- The facilities are monitored.
- All meetings/events must be conducted in a quiet, orderly manner.

- Need one week's notice to reserve the class room. Recurring meeting/events may be scheduled up to 6 months. The district reserves the right to cancel the meeting/event with 24 hour notice. The applicant must notify the district with 24 hour notice of the need to cancel scheduled meeting/event reservation. The district may revoke permission for any entity to use any of its facilities.
- The number of the people in the room may not exceed the Fire Marshal's standards.
- The group, organization or individual using the class room is responsible for setting up the class room and returning it to its original condition. The user is subject to a fee for noncompliance to this rule.
- The group, organization or individual will be responsible for discipline and reasonable care of the room, equipment, and furnishings. The user will pay the cost of replacement or repair of anything damaged in the room during the scheduled use.
- An adult must apply for class room use by any youth groups and must accompany them at all times.
- No gambling or wagering of any kind may be part of any program, meeting or event.
- No Pets allowed unless service animals.
- No candles or flames of any kind.

Equipment

- The district assumes no liability or responsibility for equipment, supplies or other items owned by a group or individual and used in the district facilities. All such items must be removed from the district at the end of the meeting/event for which they are being used. (No storage allowed)
- Class room table and chairs may not be used outside the class room.

Publicity

- The class room applicant is responsible for publicity for the meeting/event. Publicity may not list the district as a co-sponsor of the event unless the event has been officially approved and designated as such.

Decorations and Signage

- No signs may be posted at Station 3 or 4 only signs may be posted at Station 1 on their community bulletin board with permission from the Chief or Deputy Chief.
- All decorations shall be freestanding. Neither signs nor decorations may be attached to walls, windows, doors or furnishings.

User Fees

- Normally, the premises will be provided to non-profit organizations or persons using the premises for non-profitmaking events, without a fee. The district reserves the right to charge a reasonable fee to organizations or persons using the premises for profit-making or for political events.

Signature of applicant

Date