

## **MREMS Training/Meeting Room User Agreement**

### **General:**

The Middlebury Regional Emergency & Medical Services, Inc. Training/Meeting Room is available for public use. MREMS maintains the right to determine its use by any group or organization.

The room is **not** available for meetings related to political causes or campaigns, or for purely social functions such as parties and celebrations, including birthdays, anniversaries, weddings, etc. **No alcohol or substance use is allowed anywhere on MREMS property, including the Training/Meeting Room.**

No buying, selling or trading of products or services will be allowed except solely in support of MREMS and sponsored events by MREMS.

MREMS programs take precedence over all other Training/Meeting Room events. **MREMS reserves the right to change or cancel meeting room reservations when necessary. In general, a two week notice will be given.**

MREMS is an emergency services organization, and use of the Training/Meeting Room should not interfere with the proper functioning of MREMS. Staff should not be taken away from their regular duties to assist in the Training/Meeting Room but may be consulted if available.

Users are responsible for set up and clean up, to include reimbursement for any services hired to clean, repair damages, or repair or replace equipment or furnishings. All trash must be collected in bags and disposed of appropriately. There is a dumpster on the East side of the building for trash disposal.

The room is set up with tables and chairs in a particular arrangement. Should renters require a different set-up, the rental party shall be responsible for rearrangement. At the end of the rental, the rental party will be responsible for returning the table and chair arrangement to their original positions.

Only food that does not require cooking on the premises may be served. Each group is responsible for bringing all items, such as paper and plastic ware, cups, coffee, condiments, and cleaning supplies. Approval must be obtained prior to the reserved function.

Activities should be contained within the training room only. No wandering or loitering throughout the facility or on the property is allowed. MREMS is an emergency response organization, and emergencies can and do occur at any time.

Parents will be responsible for supervising minors and are required to keep children who need supervision in the Training/Meeting Room. The MREMS facility is not a child-safe workplace.

An application must be approved by MREMS authority and fees must be paid in a timely manner. Applications for groups using the training room on a regular basis will be retained for one year.

### **Equipment:**

MREMS provides access to modern A/V equipment resources. However, if any equipment is damaged or destroyed during use, cost for repair or replacement will be transferable. MREMS is not responsible for any personal property, equipment, or materials lost or damaged. MREMS provides access to wireless internet service if requested. MREMS is not responsible for any incurrence or transfer of virus activity that may enter, invade, effect, or damage non-MREMS computer systems. All Internet activity is logged and monitored. No items may be stored in the Training/Meeting Room without explicit prior permission.

All furnishings must be cleared and cleaned, and replaced to the original configuration of the training room as found.

**Availability:**

The Training/Meeting Room is generally available during the hours of 8am to 9pm and has a *maximum capacity of 60 people*.

All activities in the Training/Meeting Room must conclude by the reserved meeting time, which includes clean up and room configuration. Please be aware that there may be another group waiting to use the room following your reserved time.

**Parking:**

MREMS is an emergency organization, and as such, we require sufficient parking for our staff during an emergency response. **Parking on the east side of the MREMS station is reserved for MREMS staff only. Renters are responsible for making sure no attendees park in the MREMS staff parking.** Training/Meeting room parking can be found in the North parking lot of Porter Hospital near the memorial apple orchard.

**No parking is allowed across Collins Drive at Rainbow Pediatrics and Middlebury Family Health**

**Fees:**

There is a \$25.00 per hour usage fee per event.

Reimbursement will be additional and required for any services hired to clean, repair, or replace soiled, damaged, or destroyed equipment or furnishings.

**Publicity:**

Any publicity prepared by an organization about its use of the MREMS Training/Meeting Room must carry the name of the organization and may not identify MREMS or the MVAA as a sponsor and must state that the views of the organization are not necessarily those of the MREMS.

The name and address as the meeting place may be used and must be given as “The Middlebury Regional EMS Training/Meeting Room” at “55 Collins Drive, Middlebury, VT 05753”.

The MREMS telephone number **may not** be used as a contact for the meeting. MREMS staff will not handle registration or answer questions concerning the organization’s use of the Training Room.

**Application for use:**

An application for use of the Training Room must be submitted and approved before scheduling and use of the space.

**Scheduling / Making a Reservation:**

Once administrative requirements are met (user agreement signed, application approved) you may reserve the space as available and in accordance with the user agreement by calling (802) 388-3286.

**Application for Use:  
Middlebury Regional Emergency & Medical Services, Inc.  
Training/Meeting Room**

Middlebury Regional Emergency & Medical Services, Inc. (MREMS) is pleased to provide a room for community use.

MREMS is a private non-profit 501(c) (3) corporation and is under no obligation to provide public meeting space.

MREMS reserves the right and privilege to determine users of its facilities and require a usage fee.

Applications must be approved by MREMS and the Training/Meeting Room reserved before using the room. A signed and authorized user agreement must also be on file or reservations will be forfeited. Reservations may be made up to three months in advance of the event and no later than two weeks prior to the event. Any exceptions to this policy must be noted and approved by the Director of MREMS, Inc.

Return completed forms to: Middlebury Regional Emergency & Medical Services, Inc., 55 Collins Drive, Middlebury, VT, 05753.

***I have read the MREMS Training Room user agreement and will abide by those rules. I am an authorized representative of my organization and understand that I am responsible for any fees, loss of or damage to the facility and/or equipment. I will be responsible for all participants and I will be present during the use of the room.***

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**Signature of Authorized Organizational Representative**

**Date**

Name of Organization: \_\_\_\_\_

Individual hosting activities on behalf of the organization:  
\_\_\_\_\_

Contact information:

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Anticipated attendance \_\_\_\_\_ (Maximum Capacity: 60 persons)

Will refreshments or food be served: Y or N

Brief Description of Activities: