



RESERVED CLASSROOM: NORTH
SOUTH
MAIN

RESERVED BY: _____

RESERVATION DATE & TIMES: _____

Chino Valley Fire District Training Center Guidelines

1. Reservations are required for use of classrooms and training props (roof, trench rescue, confined space, training tower, car prop, drafting pit, training engine, and driver simulator trailer, etc.). Call (909) 902-2000 for reservations.
2. Event set-up and clean-up must be completed within the approved reservation time.
3. Clean-up is the applicant's responsibility; the facility is to be left clean and orderly.
 - Return tables to classroom format
 - Table tops and counters in classrooms are to be wiped clean at the end of class
 - Empty all trash in the training room (large trash receptacle in kitchen)
 - Clean up any food that is leftover and store in kitchen refrigerator
 - Erase and clean and marker boards
 - Turn off Media system or notify staff that the meeting has ended to turnoff/secure system
 - Turn off classroom lights
4. Any non-District owned items brought in for use by the applicant must be removed prior to departure from the facility.
5. The Chino Valley Fire District is not responsible for loss of personal property by individuals or groups during non-emergency service use. Facility users must provide for the security of personal property.
6. All facility users must provide adequate supervision for the group during activities and be responsible for the group's conformance with the rules.
7. Report any damage that occurred during use or any unusual conditions found to facility staff.
8. Decorations and applications of materials to walls, ceilings and floors **will not** be permitted without the approval of the Training Battalion Chief.
9. **Proper clothing attire:**
 - **Personnel who are *not* required to wear uniforms are expected to wear clean, pressed and properly fitting business casual clothing.**
10. Please contact staff for any assistance with audio/visual equipment.

THANK YOU FOR YOUR COOPERATION