

City of Johns Creek Fire Department Standard Operating Procedure

Community Room Usage

S.O.P. Number: 610-P

Adopted Date: 12/11/2018

Revised: 04/17/2019

Reference:

PURPOSE

This policy defines the rules and usage of Johns Creek Fire Department Community Room(s).

SCOPE

This policy is applicable to all members of the Johns Creek Fire Department and residents of the City of Johns Creek.

GENERAL

Community Room(s) located in a Johns Creek Fire Station may be utilized by the City of Johns Creek, verified residents of the City of Johns Creek, or businesses/organizations located within the City of Johns Creek. Preference will first be given to the needs of the City of Johns Creek and its departments in the usage of Community Room(s).

Effective January 1, 2019, the following rules are in effect regarding the use of Community Room(s) by residents of the City of Johns Creek.

- **Verified residents / businesses / organizations of the City of Johns Creek are allowed to schedule the use of a Community Room**
- **A Community Room may only be reserved up to 30 days in advance**
- **A Community Room may be reserved for up to 3 hours per reservation**
- **A Community Room may be reserved a maximum of 4 days per 30 day period by the same household / business / organization**
- **Consecutive reservation days are not allowed**
- **Meetings must be completed by 8:30pm**
- **Upon meeting completion, the Community Room must be thoroughly cleaned. Additionally, the common entry area and men's /women's common area restrooms must be inspected, cleaned as appropriate, and left in their original condition.**

Johns Creek Fire Department Community Rooms may be reserved for the purposes of meetings and parties (birthday, baby showers, etc.) only. Classes of any type are not allowed. Examples include music classes, dance classes, home-school classes, etc.