



---

## Matlacha/Pine Island Fire Control District

---

5700 Pine Island Road, Bokeelia, FL 33922  
Phone: 239-283-0030 Fax: 239-283-3313

### Facility Use Information Packet

It is the policy of the Matlacha/Pine Island Fire Control District (the “District”) to provide meeting room facilities for groups, organizations and individuals for meetings or events of community interest during the hours of 8 a.m. to 8 p.m., 7 days a week. Priority for use of the meeting rooms will be given to those sponsored by the District. Permission to use the meeting rooms will be given on a first-come, first-served basis. Please read the information below and sign stating your agreement to follow said information. Return this document signed with the Facility Use Application in order to reserve the meeting room.

Please verify the availability of the room desired prior to filling out the application and signing this form.

Station	Address	Capacity	Amenities
(1) Pine Island Center	5700 Pine Island Rd., Bokeelia	25	Table, 20 chairs, TV
(4) Matlacha	3500 Pine Island Rd., Cape Coral	25	Table, 20 chairs, TV

### **NO PARKING INFRONT OF ANY BAY DOORS**

#### **Rules of Use**

1. Requestor must sign the Facility Use Application with the hold harmless agreement along with this form, signed in order to receive approval.
2. Reservation are not confirmed until the request is approved.
3. Smoking, tobacco products and products that simulate the use of tobacco (e-cigarettes/vaping) is strictly prohibited.
4. No food or drinks allowed; except for water.
5. The facilities are monitored.
6. All events/meetings must be conducted in a quiet and orderly manner.
7. At least one week’s notice is needed to reserve a meeting room. Recurring events/meetings may be scheduled up to 6 months in advance. The District reserves the right to cancel the event/meeting with a 24 hour notice. The applicant must notify the District with 24 hours’ notice of the need to cancel a scheduled event/meeting. The District reserves the right to revoke permission for any entity to use any of its facilities.
8. The number of individuals in the meeting rooms must not exceed the Fire Marshal’s standards. (See capacity above)
9. 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.



---

## *Matlacha/Pine Island Fire Control District*

---

5700 Pine Island Road, Bokeelia, FL 33922  
Phone: 239-283-0030 Fax: 239-283-3313

10. 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.
11. An adult must apply for meeting room use by any youth groups and must accompany them at all times.
12. No gambling or wagering of any kind may be part of any program, meeting or event.
13. No pets allowed unless service animals.
14. No candles or flames of any kind.

### **Equipment**

1. The District assumes no liability or responsibility for equipment, supplies or other items owned by a group or individual and use 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)
2. Meeting room table and chairs may not be used outside the meeting room.

### **Publicity**

1. The meeting room applicant is responsible for publicity for the event/meeting. 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**

1. No signs may be posted at any Station without prior approval of the Chief.
2. All decorations must be freestanding. Neither signs nor decorations may be attached to walls, windows, doors or furnishings.

### **User Fees**

1. 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 political events.

---

Signature of Applicant

---

Date