



YEAR: 2025

# LARKSPUR FIRE PROTECTION DISTRICT

9414 S. Spruce Mountain Road Larkspur, Colorado 80118  
Business Phone (303) 681-3284 Fax: (303) 681-3201

## TRAINING ROOM RESERVATION REQUEST AND AGREEMENT

Larkspur Fire Protection District (LFPD) will accept reservations on a first-come-first-served basis. Those interested must contact the LFPD Administration Office for availability at 303.681.3284 between the hours of 8:30 a.m. – 5 p.m., Monday - Thursday.

### Rules and Regulations:

1. The Training Room may be used by recognized LFPD residents, non-profit/not-for-profit organizations\* such as: HOA's, Senior Citizens, Civic Club, Historical Assoc., Parks & Rec., Scouts, Fire Dept. etc. by prior arrangement and up to 2 (two) months ahead of reservation date. (Occupancy Limit: 99)  
*\*Use of the Training Room is at the discretion of LFPD Administration and the LFPD Board of Directors. Use of the room includes only the North entrance, Large room (training room) bathrooms & corridor.*  
A non-refundable cleaning/use fee will be assessed at **\$20 Per Meeting for HOA groups. \$25 for Non-Profit Organizations. \$50 Per Meeting For-Profit Org (Flight-for-Life)**
2. No alcoholic beverages/No smoking to include vaping/No open fires or risky activities are not permitted in any part of LFPD premises, including the parking areas and grounds at any time.
3. The Training Room is available at the agreed upon date/time; however, LFPD will provide groups with a minimum of 30-days notice should one of our trainings supersede your meeting. (An actual LFPD emergency may supersede reservations without prior notice.)
4. All users are responsible for set-up and clean-up; including, but not limited to:
  - a. All trash/garbage must be removed and emptied into the dumpster outside in back of building.
  - b. Refrigerator must be cleaned, if used; to include the removal of all food & refreshments. Decor, supplies & items left in room/fridge/freezer are considered abandoned after 2 (two) days.
  - c. All tables and chairs returned back to original place/storage provided.
  - d. Any debris must be swept/vacuumed from floors. Bathrooms and corridor left in good order.
5. Users cannot use LFPD's computers/audio visual equipment.
6. Users cannot tape/tack/nail any items to walls/doors. User groups are responsible for any add'l charges due to not cleaning room after use, misuse, damage, or stolen LFPD property.
7. The Larkspur Fire Protection District is not responsible for any lost/damaged personal property on the premises including the parking lots and grounds. Any personal injuries sustained during use are not the responsibility of the LFPD. **ANY INJURIES OR DAMAGES MUST BE REPORTED TO THE FIRE DISTRICT IMMEDIATELY.**
8. Children/young people need to be under adult supervision at all times.



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## Meeting Request Application:

Group Name: \_

Primary Contact Name: \_

Primary Contact Phone: \_

Email: \_

Secondary Contact Name: \_

Secondary Contact Phone: \_

Email: \_

Purpose of Meeting: \_

Requested Date\_

Requested Time Frame (start & finish)\_

The undersigned agrees to fully comply with the above Rules and Regulations in the use of LFPD Training Room.

Print Name of authorized member group: \_

Signature of authorized member group: \_

\_\_\_\_\_ Date

1. Deposit payment must accompany reservation request, payable to: Larkspur Fire Protection District.
2. LFPD reserves the right to modify these conditions at any time without prior notification. Revisions will become effective immediately following a 30-day posting/notification.

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### LFPD OFFICE USE ONLY:

Date Deposit Received: \_

Credit Card or Check #: \_

If NO, reason for denial: \_

Approved: \_ YES NO

LFPD initials: \_