



# **NIXA FIRE PROTECTION DISTRICT COMMUNITY ROOM USER GUIDE**



**Welcome to the Nixa Fire Protection District Community Rooms at our  
Training Center**

Thank you for choosing our facility for your event. This guide provides essential information to ensure your use of our community rooms is successful and enjoyable. Please read through this guide before your event.

## **FACILITY LOCATION**

**Address:** 711 N. Main Street, Nixa, MO

**Hours of Operation:** 7:30 AM to 10:00 PM

# AVAILABLE ROOMS

## Conference Room (Large Room)

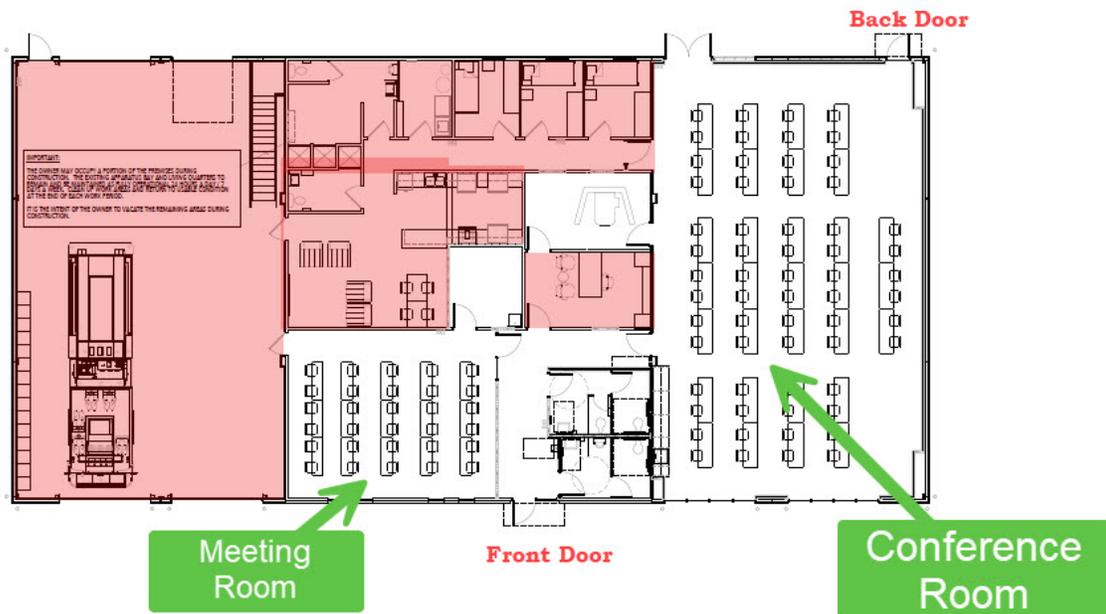
- 2000 square feet
- Maximum capacity: 130 people
- Amenities: sink, coffee maker, microwave
- Rate: \$35/hour for Nixa FPD Residents, \$45/hour for Non-Residents

## Meeting Room (Small Room)

- Maximum capacity: 40 people
- Rate: \$15/hour for Nixa FPD Residents, \$25/hour for Non-Residents

Both rooms include access to:

- Tables and chairs
- Large screen monitors
- Sound systems
- Wi-Fi
- Restrooms
- Coffee makers



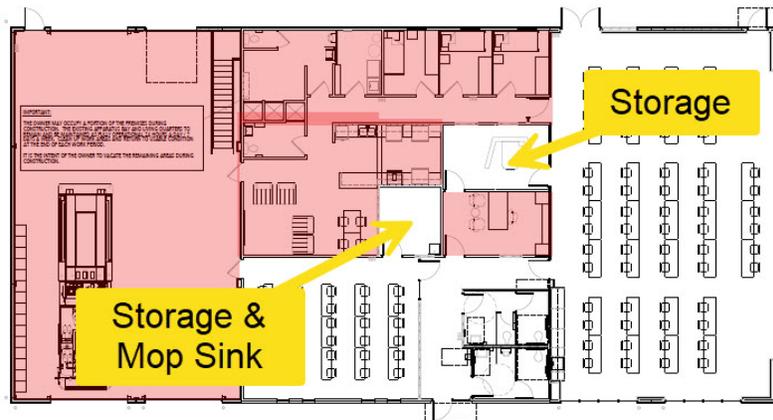
# **BEFORE YOUR EVENT**

## **Access Information**

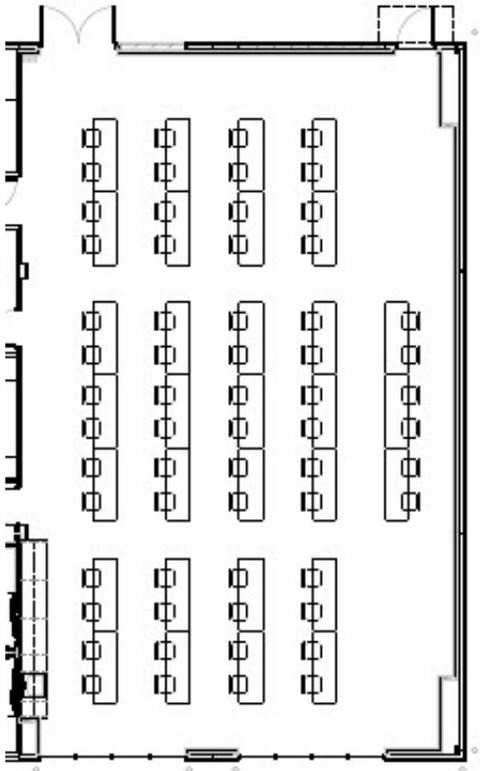
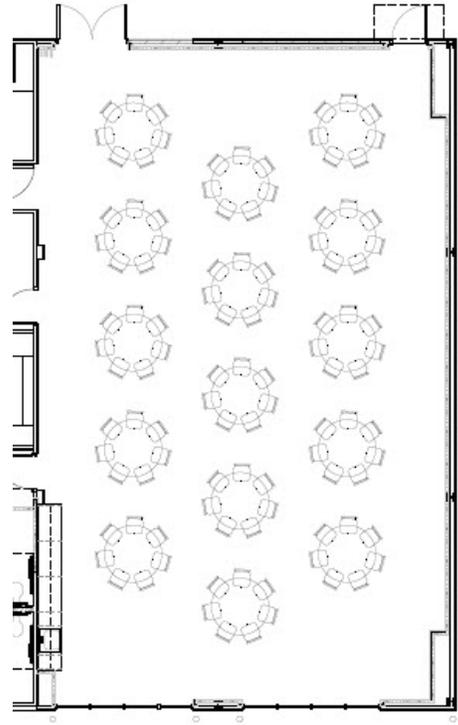
- The doors should be unlocked during your rental times, please ask for start time to include your setup needs.
- The doors will automatically lock after your allotted time, however you can still exit the building.
- If you encounter access issues, contact the Battalion Chief on duty at (417) 894-0318

## **Room Setup**

- You are responsible for setting up tables and chairs as needed for your event
- Extra tables and chairs are available in the storage rooms
- Please do not sit or lean against tables or walls



# EVENT SETUP SAMPLES (Conference Room)



## EVENT SETUP SAMPLES (Meeting Room)



### DURING YOUR EVENT

#### Prohibited Items & Activities

- **No alcohol** is permitted in or on Nixa Fire District property
- **No tobacco use** is permitted in or on Nixa Fire District property
- **No firearms** are permitted on Nixa Fire District property
- **No sales or exchange of funds** are permitted
- **No political activities** (except for official polling places)
- **No disc jockeys, live, or loud music**
- **No pets** (except service animals)

#### Decorations Policy

- Only free-standing decorations or those placed on tables are permitted
- Do not hang, tape, or suspend decorations from walls or ceilings
- No pins, tacks, staples, nails, packing tape, or duct tape
- No rice, birdseed, glitter, or confetti without prior approval
- No candles (except standard birthday candles) or open flames
- Catering food heaters are permitted

#### Refreshments

- You may bring food and non-alcoholic beverages
- **The Fire District does not provide coffee or refreshments**
- You must provide all supplies for refreshments
- You are responsible for the cleanup of any spills

## **Equipment Use**

### **Meeting Room:**

- A large screen monitor with a soundbar
- HDMI connection for computers (not provided)
- Monitor needs to be on HDMI 2

### **Conference Room:**

- 3- Large screen monitors and 1- small (instructor view) monitor
- HDMI and other computer connections are in the floor under the middle large monitor and/or in the instructor's desk.
- All monitors need to be on “HDMI 1” for computer connection. Volume can be controlled by the computer.
- The middle large screen must be “on” for sound through the ceiling sound system.
- Sound system controls are in the Conference room storage room on the wall.
- Microphones are available upon request for the conference room.

## **Parking Information**

- Park only in marked spaces
- Handicap spaces are available in front of the building
- Overflow parking is available in the Northwest parking lot
- Do not park in front of bay doors or block emergency vehicle access

## **AFTER YOUR EVENT**

### **Cleaning Responsibilities**

- Return the room to its original configuration
- Dispose of all trash in receptacles and empty it into the dumpster at the rear of the building
- Wipe down all tables and surfaces used
- Sweep or vacuum floors as needed

### **Cleaning Supplies Location**

- Cleaning supplies can be found in the Meeting storage room and under the sink in the conference room. They include:
  - Trash liners
  - Cleaning solutions
  - Towels
  - Vacuum cleaner (storage room)
  - Extra paper towels and toilet paper

- Dustpan & Broom (storage room)
- Mop (storage room)

## **Departure Checklist**

- Return all furniture to its original positions
- Clean and turn off any coffee makers
- Remove all personal items and decorations
- Dispose of all trash in the dumpster
- Turn off all equipment
- Ensure all areas are clean
- Close all interior doors

## **EMERGENCY INFORMATION**

### **Emergency Contacts**

- For building access issues: (417) 894-0318 (Battalion Chief on duty)
- Alternative contact: (417) 339-9469
- For emergencies: Call 911

## **IMPORTANT POLICIES**

### **Cancellation Policy**

- You must notify NFPD in writing at least 72 hours in advance to cancel
- Fees are non-refundable
- Rooms can be rescheduled one time for another date/time
- Failure to notify of cancellation may affect future reservation privileges

### **Damage Policy**

- You are responsible for any damage to facilities, contents, or fixtures
- All damage must be reported to the Nixa Fire District immediately
- You will be expected to cover all repairs and replacement costs

## **FREQUENTLY ASKED QUESTIONS**

**Q: Are station tours included with our reservation?** A: No. Station tours are not part of the reservation. This building is a training center, not a fire station. Tours can be requested separately at [www.nixafire.org](http://www.nixafire.org).

**Q: Can we schedule recurring meetings?** A: Yes. Please contact NFPD Headquarters for scheduling and fee information for recurring meetings.

**Q: Can we bring our own coffee or other appliances?** A: The Nixa Fire District must approve any food equipment or heating devices before the event. Coffee makers and filters are in the rooms, however coffee is not provided.

**Q: Where can we store our supplies before or after the event?** A: NFPD does not provide storage. All items must be removed at the end of each event.

## **CONTACT INFORMATION**

**Nixa Fire Protection District** 301 S. Nicholas Road Nixa, MO 65714

**Phone:** (417) 725-4025 **Fax:** (417) 725-2393 **Website:** [www.nixafire.org](http://www.nixafire.org) **Email:** [receptionist@nixafire.org](mailto:receptionist@nixafire.org)

Thank you for choosing the Nixa Fire Protection District Community Rooms. We hope you enjoy your event!