

**CAL Fire/Riverside County Fire Department**

**16888 Bundy Ave. Riverside, CA 92518**

**Dorm Registration**

Unless sponsored, dorm room rate is \$34 **per night, per person.**

Unfortunately, due to Riverside County policy: **WE CAN NOT ACCEPT CASH**

Please make check or money order payable to "Riverside County Fire Department"

E-mail completed form to [RRU.trainingreceptionist@fire.ca.gov](mailto:RRU.trainingreceptionist@fire.ca.gov)

For questions, please call (951) 571-8612

**Check out time is 12:00 Noon**

- All personal belongings are to be removed by check out.
- Room must be returned in condition it was received in.
- If there are any damages, the occupant(s) will be charged for damage repairs.
- All dorm room requests must be received by 3:00 on Friday, the week prior to the start of class.
  - Request received after 3PM will not guarantee room reservation.
- If you do not receive a confirmation back, dorm room request has not been received.  
(allow up to 48 hours for a response)

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Alt. Phone Number: \_\_\_\_\_

Dept. Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Unit Headquarters: \_\_\_\_\_

Course Attending: \_\_\_\_\_

Course Offered by: \_\_\_\_\_

Beginning & End Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**OFFICE USE ONLY**

Approved by: \_\_\_\_\_

Number of nights: \_\_\_\_\_

Total Due: \_\_\_\_\_

Room Condition Received: \_\_\_\_\_

Check in/out: \_\_\_\_\_

\_\_\_\_\_

Room Number: \_\_\_\_\_

Room Condition Returned: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

**CAL FIRE/Riverside County Fire Department**

**Ben Clark Training Center**

**Dorm Agreement & Rules**

**\*Failure to follow the rules listed below will result in removal from the dorm room. If you are removed from the dorm room, refunds for unused days can take up to 6 weeks.**

**\*Dorm rooms will be inspected before and after every stay. If dorm room is not returned in the condition it was received, the occupant(s) will be held liable and charged for any damages.**

**\*Room privileges can be revoked at any time for noncompliance to any section of this agreement.**

1. **NO SMOKING** in the building or within 25ft of the building. Per County ordinance NO. 866
2. **NO ALCOHOLIC** beverages or **RECREATIONAL DRUGS** per County Board Policy H-12 on Ben Clark Training Center property.
3. **NO GUEST** after 8:00PM and no overnight guest.
4. Rooms will be rented out on a daily basis, unless otherwise arranged. Payments will be due upon check in.
5. Furniture in the dorms is not to be rearranged. Outside furniture and cooking equipment is prohibited.
6. Bedding is provided in the linen room located on the 2<sup>nd</sup> floor. All linens must be returned to the linen room at the end of your stay and replaced with a **FULL SET** of clean linens.
7. There is no maid service; therefore, rooms must be cleaned daily by occupant(s).
8. All utilities must be turned off when room is unoccupied.
9. Rooms will be inspected by **CAL FIRE/Ben Clark Training Center** staff daily, Academy students only. Academy students will be held to a high standard.
10. When checking out; trash is to be emptied, dirty linens placed in the linen room, and all personal belongings are to be removed.
11. Check out time is **12:00 noon**, unless otherwise arranged.
12. Key cards are to be placed in the key drop box located down stairs, on the wall next to the entrance.
13. No food or drinks allowed in the dorm rooms at any time.

**By signing below, I acknowledge and understand the rules and responsibilities of renting a room from**

**CAL FIRE/Riverside County Fire Department.**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Room #:** \_\_\_\_\_

**For Office Use Only**

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Room #:** \_\_\_\_\_