



John J. Barthelmes
Commissioner

State of New Hampshire

Department of Safety

Division of Fire Standards and Training & Emergency Medical Services
Richard M. Flynn Fire Academy
98 Smokey Bear Boulevard, Concord, New Hampshire
Mailing Address: 33 Hazen Drive, Concord, New Hampshire 03305-0002



Deborah A. Pendergast
Director

FACILITY USE RULES AND REGULATIONS

1. **Prior approval for Fire Academy Reservations:** The Richard M. Flynn Fire Academy and the Raymond S. Burton North Country Fire and EMS Training Facility were constructed for the purpose of the training and professional development of New Hampshire's fire service and emergency medical services members. To that end, we will scrutinize all requests for use of our facilities to assure that functions fit within the mission of the Division of Fire Standards and Training & EMS (referred throughout this document as the Division). The [FACILITY RESERVATION REQUEST](#) form must be completed in its entirety before consideration will be given to such requests. No requests will be approved more than 60 days prior to the date of the activity unless granted by the Division Director.
2. **Hours of Operation:** Our normal hours of operation are Monday through Friday from 08:00-16:30 (closed on holidays). Facility use before or after normal business hours or on weekends **must be pre-approved** and will result in a fee to cover staffing.
3. **Limits of Rooms and Attendees:** The Division may restrict the number of rooms or spaces requested in order to accommodate the fire and emergency medical services classroom needs. **Large scale utilization is not encouraged.**
4. **Audio-Visual:** If you would like to use A/V equipment that is in place at either of our facilities, such requests *must be made at the time of reservation*. If A/V is to be used, please arrange for an orientation for the operator before the scheduled training/meeting. We cannot guarantee the availability of equipment or training if not requested in advance.
5. **Fire Service Training Programs:** In order to avoid the duplication or contradiction of training efforts at our facilities, agencies wishing to deliver training which falls within the mission of the Division may be co-sponsored with us. Requests to co-sponsor such training shall be made in writing to the Director.

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6. **Support:** Our facilities **are not** staffed or equipped to provide the services of a conference center. Items such as pens and pads of paper are not available. Please plan before your arrival so that our staff is not burdened with requests for copying or other administrative support.
7. **Check-In:** At the Concord facility, the agency representative should check in with the receptionist upon arrival. The reception window opens at 07:45 Monday through Friday.
8. **Food and Drink:** At the Concord facility, vending machines are available outside of the cafeteria. Only the State-approved catering contractor may be used to bring in meals, coffee, or other beverage urns. This **must** be requested as part of the original reservation. Coffee, bottled drinks, and snacks are allowed in the classrooms and auditorium. Catered meals should be eaten in the cafeteria or day rooms unless otherwise requested.
9. **Smoking:** At the Concord facility, smoking is not permitted in any of the buildings. Attendees should be advised that a *designated smoking area is located in the rear of the administrative building, outside the rear stairway*. All visitors are requested not to smoke in the front of any building.
10. **Facilities Condition:** Please return our facilities to the same condition as they were found. Please ensure all food wrappers, cups, bottles, etc. are placed in trash receptacles. The requestor is responsible for any damage to the facilities and /or contents and fixtures. Any and all damage must be reported to the receptionist or FSTEMS staff immediately. The requestor will be expected to cover all repairs and replacement cost of any damage to the facility or the contents. **ALCOHOL IS NOT ALLOWED AT ANY TIME IN ANY PART OF OUR CLASSROOM BUILDINGS, DRILL YARD OR DORM/DAYROOM AREAS.**

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FEES

Special Requests:

- With advanced notice, we can generally meet the request for videography in our Concord Facility. Please inquire as to the cost of this service.
- With advance notice, some outside agencies request to train on our drill yard. Please inquire as to the cost of this type of use.

Room Fees:

- For all NH Department of Safety Divisions and our NH Public Safety partners, there is no charge to use the facility classrooms, auditorium, cafeteria, etc. during our normal operating hours. There will, however, be a charge for after hours or weekend use to cover staff hiring at \$30.00/hour.

Any agencies outside of DOS or for-profit organizations will be assessed the following fees:

Auditorium	\$125.00 / half day	\$175.00 / full day
Single Classroom	\$50.00 / half day	\$100.00 / full day
Double Classroom	\$75.00 / half day	\$150.00 / full day
Dormitory Room	\$40.00 per night	
North Country Facility Classroom	\$50.00 / half or full day	

NOTE: The Division Director reserves the right to waive fees on a case-by-case basis.