

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 6.1.1
2. SUBJECT: *General Facilities Use*
3. POLICY: The facilities owned by the District are public facilities and it is the Policy of the District to allow public use so long as it is in the best interests of the District. The following procedures are to be followed in allowing public use of District facilities.
4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District #3.
5. RESPONSIBILITIES:
 - A. It shall be the responsibility of the District Fire Chief or his designee, to enforce this Policy and Procedure.
6. PROCEDURE:
 - A. The use of Fire District facilities by any individual, group or organization, for any reason, will be by prior permission of the District Fire Chief or his designee.
 - B. From time to time the District receives requests from private individuals or groups to utilize the District facilities for events, meetings, etc.
 - C. The District desires to consider such request on a uniform basis subject to the provisions of this policy. However, the District does recognize that preference should be given to public agencies, departments, and entities. Preference should also be given to District employees and officials of the District.
In all instances, Fire District related meetings, training, functions and emergencies shall have priority over any and all requests for use of Fire District facilities.
 - D. All uses will be approved by the District Fire Chief or designee. The Station Officer will also be notified.
 - E. Provided there will be no conflicts with District operations. District facilities may be rented by any individual, group, or organization, for approved events, meetings, etc. (hereinafter referred to as "licensee") or any legal purpose. Children will be supervised by an adult at all times.

- F. Licensee shall pay rent for the use of the facility which shall be paid in advance. Provided, such rent may be waived or reduced for usage by another public agency, department, or entity when permission is given by District Fire Chief. In the event that food will be served, the Licensee will discuss the details with the booking staff member prior to the approval of the agreement. Licensee shall park in the rear parking area and enter the building through the Southwest door of the Administration Wing.

The kitchen may be used for basic food warming/serving. The use of the stove, microwave, refrigerator, dishwasher, coffee pot, hot pots and sink area are permissible. In the event that the licensee will have catering, the caterer will discuss the food details with the booking staff member. If the kitchen is used the following cleaning will be required prior to returning to the district: All food beverages are restricted to kitchen/training room only.

1. No smoking in Grant County Fire District #3 buildings.
2. No congregating in halls, no blocking entrance and exits.
3. No alcoholic beverages on Grant County Fire District #3 premises.
4. Food and beverages will be restricted to training room and kitchen areas.
5. Equipment to be used properly, cleaned and replaced in original position.
6. All garbage picked up and disposed off premises.
7. Programs and props cleaned up.
8. No Parking in front of overhead doors (Must stay clear for access to emergency apparatus) parking in back and street, enter through southwest door.
9. Only that part of the building rented is to be used.
10. Grant County Fire District #3 activities have priority; and prior permission for use may be cancelled if needed for Grant County Fire District #3 activity or emergency.
11. User must set up and take down all equipment, clean up garbage and debris left from usage.

- G. Any building made available shall not include access to or the use of any office, equipment, apparatus, supplies or any other article of tangible property owned or possessed by Grant County Fire District 3.

- H. Rent for the utilization of the meeting rooms and restrooms shall be \$50.00 for ½ day, \$100.00 for full day in the training room and \$30.00 for Commissioner Conference Room unless waived. If food or beverages are served a \$50.00 non-refundable fee will be charged, in addition to the rental fee, unless waived by the District. Reservations will be accepted no earlier than 6 months in advance.

- I. There will be no access to the apparatus floor by the public or civilians unless accompanied by an employee of Grant County Fire District 3.

- J. The licensee will indemnify the Grant County Fire District 3 against all actions, claims, demands, liabilities and damages which may in any manner be imposed on or incurred by Grant County Fire District 3 as a consequence of, or arising out of any act, default or omission on the part of the licensee or licensee's quests, members, employees or agents.

- K. All licensees shall comply with all statutes, ordinances, rules and regulations of the City, (Chapter 5.12-Itinerant Vendors Requirements) Federal, State and County.
- L. Grant County Fire District 3 facilities are considered "smoke free" and smoking shall be allowed only in designated areas, outside as permissible by law.
- M. There will be none of the following uses of Grant County Fire District 3 facilities:
 - 1. Events or gatherings involving lewd conduct, pornographic materials, or of a sexually oriented content.
 - 2. Meetings or events advocating the overthrow of the American Government.
 - 3. Meeting of religious organizations for the holding of religious services.
 - 4. Private Parties/Wedding Receptions/Ceremonial Dinners.
 - 5. Business for profit groups.
 - 6. Private Club meetings/gatherings.
- N. All licensees shall execute an agreement form in substantially the same form as that attached hereto.
- O. The District may, at any time, regain possession of the training room and kitchen without explanation. The licensee and party will be asked to leave the premises in a quick and timely fashion. (Rental fees will be reimbursed by the District)
- P. The use of district phone/projector screens/podium, etc. will be at the discretion of the District Fire Chief or his designee.
- Q. The training room/kitchen will be placed back into the order prior to licensee possession.

See Appendix 06_01_01- Facilities Use agreement