

**Grant County Fire District #3**  
**1201 Central Avenue, South. Quincy WA.**  
**Facilities / Equipment Use Agreement**

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

1. Permission has been granted to : \_\_\_\_\_ to use the Station # \_\_\_\_\_ Training Room  Office  Wash bay Apron  Other  Specify \_\_\_\_\_
2. For Date: \_\_\_\_\_ Hours from: \_\_\_\_\_ a.m./p.m. to: \_\_\_\_\_ a.m./p.m.
3. Purpose \_\_\_\_\_
4. Supervision will be done by : \_\_\_\_\_ Phone #: \_\_\_\_\_

The following conditions are understood and agreed upon for facility use, the fee is \$50.00 for ½ day, \$100.00 for full day in the training room and \$30.00 for Commissioner Conference Room unless waived.

1. No smoking in District #3 buildings
2. No congregating in the halls, no blocking entrances and exits.
3. No alcoholic beverages on 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 the Southwest door.
9. Only that part of the building rented is to be used.
10. Fire District #3 activities have priority; and prior permission for use may be cancelled if needed for Fire District #3 activity or emergency. Rental fee will be reimbursed by the District
11. User must set up and take down all equipment, clean up garbage and debris left from usage.
12. Children will be supervised by an adult at all times.
13. Proof of a City Itinerant Vendors Permit is required.

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.

The following cleaning will be required prior to returning to the district:

1. Clean counters
2. Mop Floors
3. Clean, Wipe & dry appliances.
4. Remove garbage, replace liner and remove perishables.
5. Tables & Chairs wiped and dried.
6. Vacuum
7. Equipment returned to proper location.
8. Submit "Cleaning Form" to Administrative Assistant to verify completion of cleaning.

The undersigned using Fire District #3 facilities/equipment agrees to protect and to indemnify for costs, legal and other expenses the District, its Officers, Commissioners and Agents from all claims, liabilities or suits related to or arising from act or omissions of such groups or individuals in connection with the use of any such District #3 facilities/equipment. The character of the activity will conform to that stated in the request for use; and the rules and regulations concerning the use of the District #3 facilities are observed.

Name (Print): \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Fee for facilities: \_\_\_\_\_ Received Payment: \_\_\_\_\_ Date: \_\_\_\_\_ Janitor Fee: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ (Fire District #3)

**AGREEMENT:**

The following conditions are understood and agreed upon for facility use.

1. No smoking in District #3 buildings
2. No congregating in the halls, no blocking entrances and exits
3. No alcoholic beverages on 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)
9. Only that part of the building rented is to be used.
10. Fire District #3 activities have priority; and prior permission for use may be cancelled if needed for Fire District #3 or emergency. Rental fee will be reimbursed by the District.
11. User must set up and take down all equipment, clean up garbage and debris left from usage.
12. Children will supervised by an adult at all times.
13. Proof of a City Itinerant Vendors Permit is required.

**Kitchen Use:**

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:

1. Clean counters
2. Mop Floors
3. Clean, wipe & dry appliances.
4. Remove garbage, replace liner and remove perishables.
5. Tables & Chairs wiped and dried.
6. Vacuum
7. Equipment returned to proper location.

**CLEANING SUPPLIES IN JANITOR CLOSET SOUTH END OF EAST HALL.**