Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.4.01

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. This Policy and Procedure is established to define that process.

4. SCOPE: This Policy and Procedure is applicable to all personnel of Grant County Fire District #3.

5. RESPONSIBILITIES:

   A. The District Fire Chief is responsible for ensuring that this Policy and Procedure is adhered to.

   B. All personnel are responsible for complying with 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 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.

   D. 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.

   E. All uses will be approved by the District Fire Chief or designee. The Station Officer will also be notified.

   F. 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.

   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. 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.

I. The licensee will indemnify 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.

J. All licensees shall comply with all statutes, ordinances, rules and regulations of the City, (Chapter 5.12-Itinerant Vendors Requirements) Federal, State and County.

K. Grant County Fire District 3 facilities are considered "smoke free" and smoking shall be allowed only in designated areas, outside as permissible by law.

L. The District may, at any time, regain possession of the facilities 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.)

M. The use of District property and equipment will be at the discretion of the District Fire Chief or designee.

N. General Rules and restrictions are located in Appendix 04_04_01 A.

O. All licensees and Grant County Fire Dist. 3 shall execute an agreement in accordance with Appendix 04_04_01 B, or 04_04_01 C, respectively to facility rented.

P. 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. Rent for the utilization of District facilities will be set in accordance with Appendix 04_04_01 B, or 04_04_01 C, respectively to facility rented.

See Appendix 04_04_01- A- General Rules and Restrictions
04_04_01- B- Training/Conference Rooms Agreement
04_04_01- C- Training Center Agreement