

EAST COUNTY FIRE & RESCUE

POLICIES, PROCEDURES & GUIDELINES

SUBJECT: Facility Use

PPG NUMBER: 70.4

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APPROVED BY: 
Board Chair

REVISED: 12-19-2017

REVIEWED: 02-05-2019

POLICY:

Under certain restrictions and in compliance with all applicable legal regulations, Fire District facilities may be made available for public use. Such use should not be at the expense of tax dollars collected for support of Fire District programs—or any purpose inconsistent with these programs.

A non-refundable \$40.00 per use fee may be charged to help defray expenses to insure, repair and maintain the building.

1.0 Priority Uses of Facilities

East County Fire and Rescue related activities and functions shall have precedence when scheduling facility usage.

Approved Groups

- Fire District Activities.
- Firefighters Association Functions.
- Clark County and other governmental agencies.
- Community Groups, Neighborhood Associations (HOA's & ROA's), Youth Groups, Educational groups. Groups originating from East County Fire and Rescue jurisdiction will have priority.
- Other individuals or organizations deemed to be public or public service in nature and which have participation and/or membership policies which allow open and equal access by the general public.

2.0 Applications for Use of Fire District Facilities

Applications for facility use are obtained from East County Fire and Rescue's administrative office. The application must be completed and submitted by an adult representative of the organization.

The Fire Chief or their designee shall approve the application form attesting to the availability of dates, the appropriateness of use, and limitations or problems that might become evident.

Users will be required to complete a "hold harmless agreement" and accept responsibility for injury to persons or property that is the result of their actions or omissions during the use of district facilities. In addition, user groups may be required to provide a Certificate of Insurance naming ECFR as an additional insured.

The Board of Fire Commissioners reserves the right to make final determination of what is "appropriate use."

3.0 Limitations and Regulations

- Each requested use of a facility shall require a user agreement. Frequency of meetings may be limited. It is not intended that the facilities be used for regular, recurring meetings (for non-governmental concerns). Groups requesting use for regular, recurring meetings may be approved if their request is determined to be “appropriate use”. However, their use may be preempted if their regular use prevents other appropriate groups from using the facility. No admissions may be charged, except to benefit community service projects.
- It is the applicant's responsibility to state on the application, in detail, the intended use of the facility. The applicant shall certify to be personally responsible for any damage or abuse of Fire District facilities, grounds, or equipment growing out of the occupancy of said premises.
- When the building or any equipment is damaged or left in an unsatisfactory condition, the responsible individual or group will be billed for cost of repair, replacement, and/or cleaning of the facility, and may be denied use of the facilities until payment is received. The user group will be charged the actual cost of the clean-up.
- Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facilities, and conformance with Policy 70.4 are conditions of usage.
- The facilities shall not be used for commercial ventures or activities in support of a particular political party, issue or candidate.
- Facility usage shall be limited to the classroom, public restrooms, parking lot.
- Alcoholic beverages and/or illegal drugs will not be brought to, nor consumed on Fire District premises.
- Use of tobacco or tobacco products shall not be allowed on Fire District property.
- Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the using organization.
- The Fire Chief or their designee may require that a designated Fire District representative be on-site during usage.
- Only that portion of the building listed and approved on the application will be available for use by the organization. An organization or user may be allowed temporary door code access to the building with the approval of the Fire Chief or their designee.
- Attendees shall not exceed the Fire Marshal's maximum rating for room capacity.
- Applicants are required to remove, at their expense, materials, equipment, furnishings, or rubbish left after use of the facilities. If this is not done, the organization to which the agreement is issued will be required to pay the cost of removal.
- All equipment, furniture, and other Fire District property will be protected and left in the same location and condition as originally found.
- All meetings will terminate, and the facility shall be vacated by 2130 hrs., unless previous arrangements have been made with the Fire Chief or their designee.
- No animals are allowed inside any Fire District building—except Service Animals.
- No use of East County Fire and Rescue audio-visual equipment is permitted for non-ECFR sponsored events.

- Adult supervisors of organizations using Fire District facilities will remain with their groups during usage and will be responsible to the Fire District for observance of all rules. The adult supervisor shall check in and out with a Fire District representative, as required. The adult supervisor shall be the last to leave and shall inform the Fire District representative in charge to secure the building.
- The user organization shall be responsible for the enforcement of the above-related regulations and shall be responsible for all participants, spectators, and affiliated personnel.
- The Board of Fire Commissioners, Fire Chief or their designee reserve the right to cancel any facility use agreement where it is deemed such action is in the best interest of the Fire District, or any provisions of the user's agreement are being violated.
- The Fire Chief or their designee may cancel user agreements in favor of Fire District activities whenever a scheduling conflict may occur.



Facility Use Agreement

600 NE 267 Ave. Camas WA 98607
 Phone: 360-834-4908, Fax: 360-834-5454

Use/Activity Information				
Fire Station Number or Location:				
Facility Requested (i.e. classroom, parking lot):				
Date(s) Requested:				
Time Requested (Include setup, breakdown)	Start:		End	
Description of Activity				
Open to Public?		Number of People Expected:		
Is there a charge for attending?		Cost per Person:		
Will Food and/or beverages be served?				

User Information			
Applicant/Organization:			
Contact Person:			
Phone:		Phone2:	
Email:			

User Signature

By signing below I agree to the following:

- I am a duly authorized agent of the applicant.
- I have read and agree to comply with East County Fire & Rescue Policy "70.4 Facility Use."
- I will return the facility in a clean and undamaged condition. If I do not I agree to reimburse the District for the cost of repair, replacement, and/or cleaning.
- I understand that I may be required to pay a fee for the use of the facility and that the fee must be paid prior to my use.
- I further agree to release, indemnify and forever hold harmless East County Fire & Rescue and its officers, employees, agents, elected officials, or members from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any harm that may come to me, my family members, guests, or invitees during the rental/usage, "directly or indirectly" as a result of my use of the facility. I further agree to defend, indemnify and hold harmless East County Fire and Rescue, its officers, employees, agents, elected officials, or members from and against any and all claims, suits or judgments, actions, costs or liabilities arising from my use of the facility.

User Signature: _____ Date: _____

East County Fire & Rescue Use Only

Approved:	Yes	No	Certificate of Insurance Required:	Yes	No
User Fee Required:		Yes	No		
Chief Officer Signature:					Date:
Temporary Door Code:	_____				
Date Payment Received:	_____		Receipt #	_____	

