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## EAST COUNTY FIRE & RESCUE

### POLICIES, PROCEDURES & GUIDELINES

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**SUBJECT:** Facility Use

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**APPROVED BY** \_\_\_\_\_

*Georgette Hooper*  
Board Chair

**REVIEWED:** \_\_\_\_\_

**BY:** \_\_\_\_\_

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### POLICY:

The community is encouraged to make use of Fire District facilities, when such usage does not conflict with East County Fire and Rescue activities. 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.

#### **1.0 Priority Uses of Facilities**

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

1. **Every Wednesday, 1300 hrs, through 2200 hrs.** All rooms, all facilities.
2. **The first and 3<sup>rd</sup> Tuesday of each month, 1600 hrs, through 2200 hrs. Every Saturday, 0800 hrs, through 1900 hrs.** All rooms, all facilities.
3. **Friday/Saturday Evenings prior to Saturday/Sunday Training Sessions**
4. Assorted times for training events, functions, meetings, etc.

#### **Order of Facility Priority Use**

1. Fire District Activities.
2. Public Elections.
3. Firefighters Association Functions.
4. Clark County and other governmental agencies.
5. Community Groups, Neighborhood Associations, Youth Groups, Educational groups. Groups originating from East County Fire and Rescue jurisdiction will have priority.
6. Other 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.

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

#### **2.0 Applications and Permits for Use of Fire District Facilities**

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Applications for facility use are obtained from the East County Fire and Rescue office. The application must be completed and submitted by an adult representative of the organization to the District Office. The Fire Chief or his designee shall approve the application form attesting to the availability of dates, the appropriateness of use, and limitations or problems that might become evident.

### **3.0 Limitations and Regulations**

1. Each requested use of a facility shall require a user agreement/permit. Frequency of meetings may be limited. It is not intended that facilities be used for regular, recurring meetings (for non-governmental concerns), but rather for special occasions. No admissions may be charged, except to benefit community service projects.
2. 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.
3. Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facilities, and conformance with rules and regulations are conditions of usage.
4. The facilities shall not be used for commercial ventures or activities in support of a particular political party, issue or candidate.
5. Facility usage shall be limited to:
  - (a) Classroom, public restrooms, parking lot, day Room, and apparatus bays.
6. Alcoholic beverages and/or narcotics will not be brought to, nor consumed on Fire District premises.
7. Use of tobacco or tobacco products shall not be allowed on Fire District property.
8. Boisterous conduct, profane or improper language, and other objectionable practices must be controlled by the using organization.
9. A designated Fire District representative must be on-site during any usage—unless waived by the Fire Chief.
10. Only that portion of the building listed and approved on the application will be available for use by the organization.

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11. 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 a minimum of \$25.00 per hour for clean up.
12. 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 permit is issued will be required to pay the cost of removal. The Fire District cannot provide storage space for user group equipment or supplies.
13. All equipment, furniture, and other Fire District property will be protected and left in the same location and condition as originally found.
14. All meetings will terminate, and the facility be vacated by 2130 hrs, unless previous arrangements have been made with the Fire Chief or his designee.
15. No animals are allowed in any Fire District facility—except Service Animals.
16. No use of East County Fire and Rescue audio-visual equipment is permitted without staff oversight.
17. 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 the responsible 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.
18. 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.
19. The Fire Chief reserves the right to cancel any permit 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.
20. The Fire Chief may cancel user agreements/permits in favor of Fire District activities whenever a scheduling conflict may occur.