

STANISLAUS CONSOLIDATED FIRE PROTECTION DISTRICT  
POLICIES & PROCEDURES

ARTICLE: A-13  
SECTION: Administration Division  
DATE: February 21, 2005  
SUPERSEDES: New  
TITLE: **USE OF DISTRICT FACILITIES AND GROUNDS**

**PURPOSE:**

The following guidelines have been established to assist agencies or organizations seeking the use of district facilities and grounds owned by the Stanislaus Consolidated Fire Protection District. The requesting agency shall comply with all of the following requirements prior to the use of the district facility or grounds.

**ELIGIBLE ASSOCIATIONS, ORGANIZATIONS, AND GROUPS:**

District facilities shall not be used by individuals, firms, corporations, associations, organizations, and/or groups for the purpose of generating revenues or making monetary profit. Organizations and/or associations which promote the mission of the Stanislaus Consolidated Fire Protection District or who do not engage in unlawful practices as defined under Federal or State laws and Regulations are eligible to use District facilities. Such organizations and associations would include, but not be limited to:

- Fire Chiefs, Special District, Fire Districts or other local, regional, state, or national Directors groups.
- Organizations, associations, or groups which enhance, promote, advance or plan for the safety of citizens within the District, County, Region, State, or Nation.
- Organized and operating community service associations and groups, based within the District, which direct charitable contributions of goods, services, and supplies to residents of the District.

**GENERAL GUIDELINE:**

Only those District facilities that can accommodate meetings and/or other functions without disruption to the activities and/or operations of the District shall be available for use by approved non-Fire District associations, organizations, corporations or groups.

- Authorization to use such facilities must be presented to the Fire District Administrative Office 30 days in advance to prevent scheduling conflicts. Use of the facilities will be limited to the date(s) and time(s) scheduled. Time frame shall be waived for official district business and meetings.

- All users must provide a current certificate of liability insurance for a minimum of \$1,000,000 naming the Stanislaus Consolidated Fire Protection District as an additional insured.
- At no time shall District personnel or public citizens advertise or sell personal items or vehicles while on-duty or on District grounds.
- Use of the facilities or grounds shall not hinder the daily operations of the Fire District at anytime. In such cases the use will be ceased immediately.
- The district reserves the right to cancel, reschedule or otherwise adjust reservations when deemed necessary for official business.
- The requesting agency, organization, or group shall furnish all required documentation and complete a District Rental Agreement prior to scheduling the event.
- There shall be **ABSOLUTELY NO ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES IN THE POSSESSION OF, USED, OR SOLD ON DISTRICT PROPERTY AT ANY TIME.**
- Smoking is **NOT** permitted inside any District Facility or within 50’ of any entrance or exit of the designated facility.

A responsible adult from the organization using the facility shall be in attendance at all times to assure the following are met:

- Damage to or defacing of property does not occur at any time
- Areas are left clean and garbage and/or refuse is placed in proper containers and receptacles
- Lighting, heating, and appliances are turned off upon departure of the facility
- The facility is properly secured upon departure

**FACILITY FEES:**

The following fees and deposits shall be applied to the use of any Stanislaus Consolidated Fire Protection District Facility:

Resident (located within fire district)	\$25.00 / hour
Resident (Full Day)	\$200.00
Non-Resident (located outside fire district)	\$50.00 / hour
Non-Resident (Full Day)	\$400.00
Current/Former Employee of fire district	Deposit Only
Non-Profit Organizations (within district)	\$10.00 / hour
Non-Profit Organizations (Full Day)	\$100.00
Non-Profit Organization (Outside fire district)	\$20.00 / hour
Non-Profit Organization (Full Day)	\$160.00
State or Federal Election Days	No Charge
Fire District Business & Meetings	No Charge

### **SECURITY DEPOSITS:**

- A refundable deposit of \$200 is required for the use of a facility. The deposit shall be paid at time of application. Any cleaning or damage not addressed by the person signing application will result in the loss of the security deposit. Any cleaning or damage repair expenses in excess of the deposit amount will be billed to the individual signing the rental application.
- Storage is not available, either before or after the event.
- The facility renter is responsible for the removal of all decorations, disposing of trash, and the complete clean-up of the facility. All cleaning of the facility shall be done within the described rental hours, **No Exceptions.**
- Deposit refunds take a minimum of 14 business days to process.

### **DECORATIONS, BANNERS, AND ADVERTISING:**

- Decorations, preparation, and clean-up time must be completed during the rental hours.
- Cellophane adhesives, nails, screws, staples etc. placed into the walls, windows, or ceiling area shall be prohibited.
- All decorations must be fireproof or of fireproof material.
- At no time shall exits, electrical panels, or fire extinguishers be obstructed or blocked.
- The fire district reserves the right to remove any or all decorations / banners at anytime if deemed necessary.
- No advertising, solicitation, or sales may be made on the building or grounds without the consent of the Fire District.

### **MISCELLANEOUS INFORMATION:**

- Parking availability is not guaranteed, and on occasion may be limited. Overnight parking on the premises is not allowed at anytime. All public streets, roadways, and access alleys shall be kept clear at all times.
- All vehicles shall be kept clear of fire apparatus bay doors at all times.
- Smoking or chewing tobacco is not permitted within any facility.
- Other than guide dogs or assist animals for the disabled, animals are not permitted within district facilities.

### **APPROVAL:**

The Fire Chief, or his/her designated representative, shall have the authority to approve or disapprove applications for facilities use. Approval will be granted on a first come-first serve basis. If an approved facility use conflicts with later scheduled official District business, the official District use will have priority.

**ALL** requests for facilities use must be properly filled out and submitted to the Fire Chief or his/her designated representative, on a "Facility Rental Application". Telephone reservations will not be accepted. All fees, deposits, applications, and documentation are required before any facility use will be approved.

**LOSS OF ELIGIBILITY:**

Any group and its responsible representative that utilizes District facilities through this program and leaves the facility in an unacceptable condition after use shall forfeit any and all deposits or refunds. The responsible group and representative shall lose any future eligibility for a period of one year. A second occurrence of an organization and its representative leaving a District facility in an unacceptable condition will result in permanent loss of the privilege to apply for use of any District facility.

Alcoholic beverage or controlled substance use violations will result in the automatic removal from the premises, loss of deposits, as well as permanent loss of privilege to utilize district facilities.

Written By: Mike Wapnowski

Approved By: \_\_\_\_\_

Date: June 8, 2005