

SPOKANE COUNTY FIRE DISTRICT 8

Standard Operating Procedures

10.09.01 FACILITY USE



Adopted: 12/20/16
Reviewed: 06/30/23
Revised: 07/11/17
Approved: Lonnie J. Rash

Purpose: The various meeting rooms/areas in Fire District 8 stations may be used by citizen groups, strategic partners, or groups with a direct business relationship with Spokane County Fire District 8 on a pre-scheduled basis for public purposes. The facilities of Spokane County Fire District 8 are municipally owned and as such, their use by the public may be requested. It is the intent of the District to abide by all laws pertaining to the use of public facilities.

References: P10.09.01

Procedure:

1. Public Use.
 - a) Public, community, or non-profit organizations will include but are not limited to:
 - i. Civic.
 - ii. Cultural.
 - iii. Educational purposes.
 1. 4-H.
 2. Boy or Girl Scouts.
 3. Homeowner groups.
 4. Church functions.
 5. Community affairs.
 - b) No purely social events will be allowed at District facilities.
2. Political Use.
 - a) The District will not allow political activities of any kind for any individual or political party.
 - b) Political activity includes:
 - i. Fundraising.
 - ii. Election rallies.
 - iii. Debates.
3. Scheduling.
 - a) Usage inquiries may be made to Spokane County Fire District 8 administrative offices at 509-926-6699, Monday-Friday, 8:00 a.m.- 4:30 p.m.
 - b) All requests for facility usage shall be scheduled and the Application for Facility Use, Hold Harmless Agreement, and proof of insurance shall be submitted at least ten business days prior to the event.
 - c) Approval/denial of usage will be communicated to the requestor at least five business days prior to the event.

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- d) District business will have priority over all other scheduled facility use requests.
 - e) The District reserves the right to cancel requests within 24 hours of a scheduled request.
 - f) The District has the right to refuse usage to any requesting party at their sole discretion.
4. Usage/Deposit Fee.
- a) The District requires a \$150.00 damage and cleaning deposit accompany the Application for Facility Use form.
 - b) The Deposit shall be in the form of a:
 - i. Personal check.
 - ii. Business check.
 - iii. Money order.
 - c) Upon completion of the facility use and determination of no damage or additional cleaning required, the deposit will be returned.
 - d) Reoccurring requestors may submit one deposit check or money order for up to six months.
 - e) Failure to adequately clean the facility by the requesting party will result in a forfeiture of the damage and cleaning deposit and the billing of a facility cleaning charge of \$50.00 per hour, one-hour minimum.
 - f) Damage inflicted by the requesting party shall result in forfeiture of the damage and cleaning deposit and billing of actual damage replacement costs.
5. Liability.
- a) The applicant must sign the Application for Facility Use, Hold Harmless Agreement, and provide a copy of their organization's current insurance policy.
 - b) Reoccurring requestors may submit a copy of the organization's insurance policy annually prior to policy expiration date or upon request of District.
6. Conditions for Use.
- a) No alcoholic beverages shall be permitted on District premises.
 - b) No drugs shall be permitted on District premises.
 - c) No smoking shall be permitted on District premises.
 - d) A responsible adult with the organization must:
 - i. Sign a facility use form.
 - ii. Pay fees.
 - iii. Be present at the time of the scheduled activity.

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- e) All children under 12 years of age shall be accompanied by at least one adult for each five children.
- f) There will be no admission charge for the activity scheduled.
- g) The organization is responsible for the setup of the room for the activity.
 - i. Special arrangements may be made with the Fire Chief or designate.
- h) Unless otherwise approved, the setup must be taken down and all furniture and/or equipment stored properly after the activity.
- i) Unless otherwise specified, no furniture or equipment is to be removed from the facility.
- j) Cleanup is the responsibility of the user and shall be done before vacating the building.
- k) If additional cleanup is required, a minimum charge of \$50.00 per hour will be made.
- l) This cleanup charge applies to all users; public or private (see Cleanup).
- m) Any damage repair expense will be paid by the user.
- n) At the completion of the activity, the user shall report to the designated department personnel for the purposes of securing the building (see Application for Facility Use).
- o) Use of kitchen facilities at Station 82 requires applicant to provide cooking pans and utensils.

7. Cleanup.

- a) Cleanup of the facility shall be done before vacating the building and shall include but not be limited to:
 - i. Setup and take down of furniture.
 - ii. Carpeted areas vacuumed.
 - iii. Non-carpeted floors swept.
 - iv. Soiled non-carpeted floors mopped.
 - v. Lights turned off.
- b) Station 82 kitchen:
 - i. All sinks, counters, service areas, and refrigerators must be left clean.
 - ii. All appliances, stoves, and ovens must be left clean and turned off.
 - iii. All food brought in must be removed.
 - iv. All garbage and waste must be removed.
- c) The failure to comply with cleanup conditions will result in revocation of use of the facility.
- d) The applicant agrees to pay cleanup charges at a minimum of \$50.00 per hour, one-hour minimum.

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FORM 10.09.01

APPLICATION FOR FACILITY USE

1. NAME of Applicant/Organization: _____
Address: _____ Phone: _____
Person Responsible: _____ Phone: _____
Email Address: _____
2. FACILITIES Requested: Station 81 Conference
 Station 82 Training Station 82 Kitchen
 Station 85 Conference
3. DATE/s of Requested Use: _____ DAY/s of Week: _____
 Single Use Reoccurring Use TIME: _____ to _____
4. PURPOSE of Facility Use: _____
5. SUPERVISION is provided (for persons under 12) YES NO N/A
6. AGREEMENT: The undersigned hereby makes application to Spokane County Fire Protection District 8 for the use of building facilities and certifies that the information given above is true and correct. The undersigned further states that they are authorized to make this application for the applicant and agrees that the applicant will observe all rules and regulations set forth, and further agrees to use only those facilities in Item II above. Applicant further agrees to read and abide by the Conditions for Use. The applicant further agrees to reimburse Spokane County Fire Protection District 8 for damage arising from the applicant's use of facilities. The undersigned understands that damage or failure to clean will result in the forfeiture of the damage and cleaning deposit and may be billed an additional \$50.00 per hour for cleaning and/or billed for actual cost of damage repair.

Hold Harmless Agreement Signed: (initial) _____ Insurance Provided: (initial) _____

SIGNATURE of Applicant: _____ DATE: _____

Designated Department Personnel: _____

Approved: _____ Title: _____ DATE: _____

Date Deposit Received: _____ Date Deposit Returned: _____

Accommodations: _____

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HOLD HARMLESS AGREEMENT

I wish to use the facility owned and maintained by Spokane County Fire District 8 for the purpose of _____ . I understand that I will be required to provide a damage and cleaning deposit, and that, in additional consideration for allowing me to use the facility, Spokane County Fire District 8 expects that I will be legally responsible for all that may occur relative to my activities, and that I will further hold, Spokane County Fire District 8, harmless for all claims of any type that might result from my activities.

Specifically, I understand:

1. I certify that Spokane County Fire District 8 does not supervise my activities or the facilities in any way. I certify that all activities will be in full compliance with local, state, or federal laws or regulations.
2. By allowing the use of the facility, Spokane County Fire District 8 is making no assurances that no harm will come to me, my invitees, or my guests either by activities, or by the facility itself. I am fully responsible to ensure that the facility is adequate to engage in my activities safely, and in the event that I deem that they are not, I will refrain from any activities. This will be my sole responsibility.
3. I understand the activity that I will engage in and the risks associated with the activity. Spokane County Fire District 8 provided me with no information in this regard, and that in the case that I am not able to hold the activity safety, I will refrain from any activities. This will be my sole responsibility.
4. Not only do I agree to be legally responsible and defend, indemnify, and hold harmless Spokane County Fire District 8 or any of their agents or employees for any harm that may come to me, my fellow members, my guests, or my invitees as a result, direct or indirect, as a result of the activities or as a result of the facilities. In consideration of the use of the facility I further agree to defend, indemnify, and hold harmless Spokane County Fire District 8, or any of their agents, employees, or members for any claims, including those resulting from alleged acts of negligence on any of their part.
5. It is my knowing intention to provide Spokane County Fire District 8, and any of their agents, employees, or members the broadest protections against lawsuits that are available.

I have read the above information, agree to it, and have had an opportunity to ask any questions that I have. If I am signing on behalf of the organization, I certify that I am authorized to agree to the terms and conditions of this agreement on my behalf of the organization, and the organizations members.

Signed: _____ Organization: _____ Date: _____