

**POLICY - 4.2.1 - FACILITY RENTAL - GENERAL**  
**SCOPE - ALL PERSONS AND/OR ORGANIZATIONS**

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**PURPOSE:** To provide a standard for the rental of District owned facilities by persons and/or organizations not normally associated with the District.

**POLICY:** The fire station located at 88050 Territorial Highway, Station 11-1, is designated to fulfill the operational and administrative needs of the District. This facility is not generally available for rental by any organization, agency or individual.

This facility may be made available to other governmental agencies on a limited basis. Use is subject to availability as determined by the District or its designee. The needs of the District and its personnel take precedence over all other requests.

It is intended that the use of Station 11-1 will be limited to unusual situations beyond the control of the governmental agency seeking to use the facility and not for the purpose of holding regularly scheduled meetings.

Subject to availability and the needs of the District, all other district owned facilities may be made available by reservation under the following rules and regulations. Any individual or group is on notice that any agreement for use may be canceled or changed at any time as deemed necessary by the District. Further, the function may be interrupted due to alarm response by District personnel.

**CONDITIONS:**

1. All reservations must be made through the Fire Chief. The Fire Chief or his designated agent is responsible for scheduling, assignment, opening building, temperature control, and securing the building after the group leaves. All group activities must be approved by the Fire Chief prior to reserving the facility. Some activities may not be appropriate in an emergency services facility.
2. A District employee must be on the premises during the entire period of use.
3. The user of the facility must provide proof of insurance in the amount of \$500,000, which indemnifies the District.
4. Use of the facility shall not exceed the occupancy limit as established by the Office of State Fire Marshal.
5. Each user is responsible for setting up any needed chairs and/or tables and

for all clean-up following the use.

6. When the apparatus bay is used, arrangements for moving apparatus must be made. Only qualified District personnel may move apparatus.
7. Use or possession of alcoholic beverages and/or illicit drugs on any District premises is strictly prohibited.
8. Use of any tobacco products inside any building is strictly prohibited.
9. Parking is permitted in designated areas only. No parking is allowed in front of apparatus bay doors or the office door.
10. The District may modify or waive these conditions in appropriate circumstances.

**FEES:**

1. A cleaning deposit of \$500 shall be delivered to the District prior to occupancy. Based upon satisfactory findings as a result of an inspection of the facility by authorized District personnel, the deposit may be refunded.
2. There will be a minimum of one (1) hour. Each subsequent hour or portion of an hour will be computed in quarter (1/4) hour increments, rounding up to the next 1/4 hour.
3. The fee schedule will vary based upon the nature of the group and the actual area to be rented as follows:

<u>Group Type</u>	<u>A</u>	<u>B</u>	<u>C</u>
Training Room	-0-	\$ 50.00	\$100.00
Apparatus Bay	-0-	\$100.00	\$200.00

Group Type Key:

- A - Government agency for training functions  
Ex: Western Lane State Forestry, City of Veneta, etc.
- B - Non-Profit organizations  
Ex: Fernridge Kiwanis, West Lane Lions, etc.
- C - Profit making organizations and private individuals.