

## Use of Facilities

### 1206.1 PURPOSE AND SCOPE

The District is requested from time-to-time to permit organizations and groups to use the District facilities to conduct meetings and for other activities. It is the purpose of this policy to establish the terms and conditions under which the District will permit such use of its station facilities for non-District purposes.

### 1206.2 POLICY

It is the policy of the District to allow the use of its facilities by other individuals, groups, and/or organizations that are not directly associated with Klickitat County Fire District No 3. Use of facilities shall be limited to local community based organizations/groups and emergency services based organizations, subject to approval by the District Board of Commissioners, or designated representative. Compliance with this policy is delegated to the fire chief.

It is the policy of the District to allow use of public facilities in areas that are deemed 'accessible to the public' as stated above. It is not the policy of the District to allow public facilities to be used for political use, sole religious use, or individuals or groups not allowed by law. Use of District public facilities by individuals or groups who are clandestine in nature is prohibited. Use of public space for birthday parties for children under 10 years old will be allowed so long as adequate supervision by responsible adults is maintained at all times. Fire station and apparatus tours must be scheduled by the chief.

Smoking is prohibited inside and within 10 feet of any entrance/exit. Alcohol, marijuana and any other illegal drug are prohibited from the property.

Firearms are prohibited on District property. Exception to this policy are bonafide law enforcement officials.

### 1206.3 FACILITIES

The basic functions of the District stations are to house in a secure manner, the District's vehicles, equipment and records, and to provide a site for training of firefighters and emergency services personnel. Use of the facilities for emergency purposes takes precedence over all other uses regardless of any prior reservations or commitments.

Two of the District's fire stations are equipped for meetings. They are the Husum Station, 200 Husum St., Husum WA, and the Cherry Lane Station, 429 Snowden Road, White Salmon, WA. The training room,, and kitchenette available at the Husum station. The Cherry Lane station has only a small meeting room available. The Mountain Brook station is not equipped for use by the public and is therefore not available.

Groups who utilize District facilities are responsible for all persons within the group for any damage, loss due to theft and/or cleaning rooms when the meeting is completed. Tables, chairs, audio/

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visual equipment, kitchen supplies, bathroom supplies will be returned to it's intended state of use prior to commencement of the event.

The following amenities are available for persons utilizing the Facilities:

- (a) Tables and chairs are available at both the Husum and Cherry Lane stations. Additional tables and chairs may be brought in; however, all tables and chairs not supplied by the District must be removed immediately after the event. The District's tables and chairs shall be returned to storage or their original configuration as appropriate.
- (b) Kitchen - The Husum station has a kitchen available for use.. The Cherry Lane station has a standard combination range/oven and refrigerator that may be used.. Plates, pots, pans and utensils may be used however all items used shall be thoroughly cleaned and returned to their respective locations.

Use of District facilities is with the understanding that there may be public address calls from station speakers, sirens and engine noise from the fire and medic apparatus being housed at the station.

#### 1206.3.1 REQUEST FOR USE OF FACILITIES

Application for use of a facility must be submitted to the District in writing 30 days prior to the desired date of use in order to allow sufficient time for the staff to process written requests and receive acknowledgement documentation from the responsible party. Responsible parties shall agree, in writing, to this policy prior to use of facilities.

The Facilities Use Application Form (included with this Policy) must be delivered either in person, or mailed to the District. The District Secretary is responsible for maintaining the schedule for the Facilities. The District has full authority to permit or deny use of the Facilities for any reason. Discretion will be exercised in accordance with any applicable federal, state, or local law.

Any Facilities Use Application Form received without the required information will be returned unapproved.

Groups, organizations or individuals whose request for use of a District facility is approved will be required to complete a Facility Use Agreement (included with this policy).

Failure to comply with any of the terms of the Facilities Use Policy may result in immediate expulsion from the premises.

#### [Use of Facilities Requirements](#)

#### [Facilities Use Application Form](#)

#### 1206.3.2 RESPONSIBLE PERSON

Any group using the Facilities of the District shall designate an individual who will be its Responsible Person. This person shall:

- (a) Have the authority to act on behalf of the requesting group or organization.
- (b) Be the liaison between the requesting organization and the District for all arrangements.

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- (c) Ensure that all District facilities utilized (including meeting room and kitchen) are returned to their original condition.
- (d) Repair any damage caused by their group or any person present at the event.
- (e) Replace any items lost, stolen, or destroyed while utilizing a District facility.
- (f) Clean facilities/space used to a 'better than found' condition. This includes tables, chairs, floors, kitchen, bathrooms, and hallways used to access the facilities.
- (g) Ensure facilities are completely locked and secure prior to leaving the property.
- (h) Return any and all access keys provided as agreed in the Facilities Use Application Form.

The responsible person shall be held fully responsible for the loss or damage of any District property on the part of any persons using the facilities. Failure to comply with any provision will result in denial of future use for that group. Damage to the facility and/or property contents will result with the Responsible Party being liable for repairs, replacement and staff time to address the problem.

#### 1206.3.3 SCHEDULING

Events will be scheduled on a first-come, first-served basis, provided there are no conflicts with fire district scheduling.

Those desiring to have access to Facilities (for setup, and/or food preparation) prior to the scheduled use (including the night before the event) must make special arrangements for access with the District Secretary. Such access depends on availability of personnel to open the facilities for early access. Early availability is not guaranteed.

No event shall be considered officially scheduled until the applying organization is so notified by the District.