

East Fork Fire and Paramedic Districts Facility Use Policy and Agreement

The East Fork Fire and Paramedic Districts have always strived to make the Fire Stations available to the community for public use and benefit. The majority of the Districts' stations have community facilities which can accommodate most types of use. Over the years, the use of these facilities has increased. As facilities supported with public funds, we will continue to support public uses, however, it is now necessary to implement a Facility Use Policy, Agreement, and Application. Therefore, Districts' facilities and sites may be used according to the following guidelines:

Scheduling and Availability

Due to the high number of public use requests, the scheduling of ALL facilities will be requested through one central point at the Districts' administrative offices. Facility use applications can be accessed either by calling 775-782-9040 or by going to the Districts' website at eastforkfire.org where a printable version can be downloaded. All applications must be completed, signed, and returned in person to the Districts' Administrative office prior to using the facility (see attached application).

Except in cases placing a financial or other burden on the Districts, sites may be used without charge for official business of government entities. Priority shall be given to the Districts, the County, State, and Federal Government entities, or activities of organizations that are closely associated.

Community service is the primary reason for renting or providing free use of District Facilities for non-District organizations. Community Service Organizations refers to a group of community members that have taken action or exists to meet the needs of others and better the community as a whole.

Facilities are available for use on a first come-first serve basis. Reservations should be made preferably not less than two (2) weeks prior to the event/use. The East Fork Fire and Paramedic Districts reserve the first right to use all of its facilities and in some cases to cancel reservations if the need arises. It is important to remember that while we do encourage and offer public use of the community areas of the facility, their primary purpose is to support the needs of the Fire and Paramedic Districts.

General Regulations and Rules

1. The applicant/responsible party must be at least twenty-one (21) years of age.
2. Groups or individuals must complete and sign an Application for Facility Use Form and Agreement and are bound to the Agreement.
3. Proof of liability insurance may be required for certain types of uses as determined by the Districts upon application. Proof of an extension of homeowners' personal liability coverage may be acceptable. Otherwise, special events liability insurance may be required with the East Fork Fire and Paramedic Districts named as an additional insured.
4. Professional, bonded security may also be required at the time of application for some events and at the discretion of the Districts.
5. The sale of alcohol is prohibited in a District facility unless the applicant has obtained all necessary permits, including: County Liquor License under Title 5 of the Douglas County Code, and an Outdoor Festival Permit, if required. Copies of permits and/or approvals must be provided prior to the use of the facility.
6. Users of facilities are obligated to follow the Nevada State Health Department rules and regulations for food preparation and service.

7. Use of community area kitchen facilities (if applicable) are allowed. The user is responsible for cleaning and sanitizing the kitchen after use. Failure to do so can result in a charge to the user and revoke any future privilege to use District facilities.
8. No permanent storage of equipment, supplies, or other items will be allowed.
9. Tables, chairs, AV equipment, etc. that are owned by the Districts are not allowed to be removed from the facility and are not for rent.
10. The facility is made available as is and where is. The Districts, staff, and volunteers shall not be liable for any damages or expenses due to cancellation, non-suitability or non-availability of the facilities for any reason.
11. Any activity or event that will interfere with the day-to-day operations of the Districts will not be allowed.
12. Any activity or event deemed likely to bring about excessive "wear and tear" on the facility will not be allowed.
13. Any illegal activities will not be allowed
14. Smoking is prohibited inside all District facilities.

Use of Facilities

1. Use must be in compliance with established curfew laws and the need to curtail noise after 10:00 PM must be kept in mind.
2. Facilities may have multiple or back-to-back uses, adhering to scheduled use time is mandatory.
3. The use of the facility begins when the facility is opened for your use by a District staff member or volunteer. The phone number to call when the use of the facility has ended will be provided. An inspection of the facility will be conducted following the use by a District employee or volunteer who responds to the phone call. After the facility has been inspected and secured, there will be no additional opportunity for the user to enter the facility.
4. Reasonable safety precautions must be observed. No open flame of any kind, including lighted candles, is allowed. No smoke machines are allowed. No modifications to the facility electrical services is allowed at any time.
5. The user is responsible for the safe and proper use of all kitchen appliances. Fan and supply air must be turned on when the kitchen range is in use. No propane stoves, camp stoves, or other open flame apparatus will be allowed inside the facility, with the exception of warming devices.
6. Final availability of kitchen facilities must be confirmed by the Districts/Volunteer Station (If applicable) and indicated as approved on the application.
7. The Districts will not be responsible for lost, stolen, or damaged property. The Districts will also not be responsible for injuries or damages sustained by persons using the facility.
8. Telephones are usually available for local dialing only. No long distance calling is allowed.
9. Minor children must be supervised by an adult at all times. The apparatus bay, all apparatus, office, workout, and turnout areas will be considered "off limits" without the supervision of staff or volunteer personnel.
10. Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, will result in the immediate termination of the right to use the facility. District employees and volunteers have been instructed to call law enforcement to respond to any observed unlawful, illegal, or disruptive activity.
11. No modification/changes will be made to any equipment or property of the Districts during the use of the facility
12. Users agree to accept all responsibility for anyone they have subcontracted for work or services, i.e. caterers, cleaning services, bands, disc jockeys, etc...

13. User assumes responsibility for all accessible areas of the building during use and will be charged for any damage caused to any area of the building during use. Activities must be conducted in a manner that avoids damages to the building and furnishings. If damage occurs, the user will be billed the actual costs of labor, materials, and or replacement.
14. Any tampering with the fire protection system may result in a \$500.00 fine and/or jail time in accordance with the Fire Districts' regulations and Laws of the State of Nevada. User will be responsible for actual costs of District staff time or other verifiable District expenses incurred in addressing and responding to any fire protection systems problems associated with the user of the facility.
15. Decorations that require nails, eye-bolts, or staples may not be used. Tape should not be used on walls. A damage fee may be assessed to the user. Glitter and confetti are not allowed. Do not affix any type of decoration; all decorations must be self supported and removed in their entirety when the event is over.

Repetitive or Regular Use

Groups or users will be allowed to use facilities on a regularly scheduled basis. Anyone using the facilities on a regularly scheduled basis is only required to complete one application for every six months of use. At the discretion of the Districts and with reasonable notice to the user, the regularly scheduled use may be adjusted or modified if the needs of the Districts must be met (see Scheduling). Generally, such disruption would occur only when the Districts or Douglas County experiences an extraordinary need or has a special event that supersedes most normal activities.

Cleaning

1. The user is responsible for cleaning the areas used, including all restroom facilities. If the facility needs any cleaning after an event or use, it will be done by District staff or volunteers and the user will be charged accordingly.
2. The user is required to return the facility to the condition in which it was found.
3. If exterior spaces are used, the parking lot and all concrete surfaces shall be kept clean of cooking greases and spills. Precautions should be taken to protect both asphalt and concrete surfaces.
4. A list of cleaning instructions will be posted in each facility and is made a part of these rules and regulations as an attachment.
5. Cleaning rates (if applicable) will include a minimum charge of \$50.00 and a per hour charge of \$75.00.
6. Failure to clean the facility after use will preclude any future use of District facilities by the applicant/user.

East Fork Fire and Paramedic Districts Building Use Application

PART 1: USER INFORMATION

Facility Being Requested _____

Date of Use(s) _____ Start Time _____ End Time _____

Applicant/Responsible Party _____

Applicant/Responsible Party Address _____

City _____ State _____ Zip Code _____

Contact Phone Number _____ Alternate Phone Number _____

Organization Name (If Applicable) _____

Type of Event _____ Number of Attendees _____

Age Range of Attendees _____ Will Alcohol Be Served [] YES [] NO

Will Food Be Served? [] YES [] NO

PART 2 : PERMITS REQUIRED

Douglas County Liquor Permit [] YES [] NO

Douglas County Festival Permit [] YES [] NO

State Health Permit [] YES [] NO

PART 3: PROOF OF INSURANCE

Insurance Carrier and Policy _____

Proof of Insurance Provided [] YES [] NO Amount _____

PART 4: OTHER REQUIREMENTS

PART 5: HOLD HARMLESS AND AGREEMENT

The user of this facility is the responsible individual and agrees to indemnify, defend and hold harmless the East Fork Fire and Paramedic Districts, its Board of Fire Commissioners, Officers, Employees, and Volunteers from all costs, expenses, and damages for liability arising out of the use of this facility or the use by persons invited to use the facility by the applicant.

The user also agrees to abide by ALL rules and regulations set forth in the Facility Use Agreement.

The Applicant is the responsible individual to be present during the entire use of the facility and will coordinate with the Districts' representative at the beginning and end of the event.

District Representative for Event _____ Phone Number _____

Applicant's Signature _____ Date _____

Use Approved By _____ Date _____