

1.00 PURPOSE:

This policy is a guide to facilitate public use and enjoyment of District facilities. This policy applies to all District buildings and grounds. It is not intended to restrict official duties or activities of District employees, members or officials.

1.01 POLICY:

Central Cascades Fire & EMS District will allow approved public use of facilities. Use shall be consistent with District policy, reasonable, and in the best interests of the District. Public use of the facility shall not present an unfunded expense to the District. Central Cascades Fire & EMS is an Equal Opportunity Provider.

1.02 AUTHORITY & RESPONSIBILITY:

The Fire District Board shall determine how these policies will be administered. Scheduling of facilities shall be the responsibility of the Facility Manager in consultation with the Fire Chief. An advisory group composed of community members may be established to assist with Community Service Center fee schedules and facility scheduling. Fees will be reviewed annually, by the Board.

1.03 PROCEDURE:

1. Community Service Center:

- a. The Community Room is for both community use and District business. The Community Room includes the adjacent kitchen and restrooms. Community use shall be consistent with the specific function of the facility and not disruptive to District operations and activities.
- b. Public use of upstairs Training Classrooms, Offices and Apparatus Bays may not generally be available due to security concerns, but will be considered on a case by case basis when a District employee is available to supervise use.
 - c. Facility, Equipment and Office security shall be maintained at all times. Access to the building may be obtained by contacting the Facility Manager prior to the reserved meeting time.

2. Grooming Shed:

As part of the Fire District's ongoing policy to facilitate community service, the Grooming Shed is leased for the nominal annual fee of \$100 to the Walker Rim Riders for storage of the state snow groomer. This policy will be in effect as long as The Walker Rim Riders groom snow trails as a free public service and the Grooming Shed use and Walker Rim Riders activity does not conflict with the District's primary mission.

3. Storage Facility:

Storage Facilities (shipping containers, etc.) are not for public use.

4. District Grounds/Property:

Requests for long term use of District Property will be addressed by the Board of Directors at the next scheduled Board meeting. Temporary use may be authorized by the Fire Chief or designee. Property use shall take into account all underground utilities. Fees may be assessed.

5. District Staff Housing:

The Staff Housing Complex, including employee and resident student quarters, are intended for employee, volunteer and resident student use and their guests. These facilities are not generally available for outside or public use.

1.04 USER GROUPS:

1. Groups using District facilities shall be prioritized and classified as follows:

a. Level 1 - Fire & EMS District Business Activities

1. District Administration
2. Board of Directors and appointed committees
3. District sponsored activities and training

b. Level 2 - Government Agencies or Groups with Broad Community Interest (when use is not for profit)

1. Fire service organizations and associations
 - a. Fire & EMS training and support organizations
 - b. COLVRT or Fire District Volunteer Associations
2. County, State, District, etc.
3. Special Districts Association (SDAO)

c. Level 3 - Civic and Service Use (non-profit and not for profit activities)

1. Community organizations of a civic or service nature (Lion's Club, Rotary, Scouts, etc.)
2. Church sponsored activities.
3. Community groups such as quilting clubs, bunko clubs, etc.; homeowner and neighborhood associations.

d. Level 4 - Private Interest Groups or Community Groups using the facility for fund raising.

1. Groups, Businesses or Individuals intent on profit making through product sales, promotions or building rental.
2. Events hosted by Out-of-District persons may be considered on a case by case basis.

1.05 SCHEDULING: Emergencies always take priority over all other scheduling.

1. Scheduling of facilities will be on a first-come, first-served basis per the Facility Manager, Fire Chief or designee's guidelines. When simultaneous requests occur, priority will be given to the higher level, Level 1 being the highest.

2. Public groups must schedule at least one week in advance.
One person from the group using the facilities will be charged with arranging for access to the facility. A *Letter of Instruction and Facilities Use Agreement*, regarding setting up and taking down tables and chairs, and cleaning up afterward will be given to the responsible person. This form must be signed PRIOR to using the facility, and for each separate scheduled use.

1.06 GENERAL REGULATIONS:

1. All functions conducted in District facilities shall be in accordance with state/county and District standards and policies, and not in violation of any state/county or District policies, ordinances or regulations.
2. The posted occupancy limit shall not be exceeded.
3. Smoking is prohibited in all District buildings and within 10' of all exterior windows, doors and openings in accordance with state law.
4. Consumption of alcoholic beverages is prohibited on District property.
5. Any group using a District facility shall designate a "Responsible Adult Representative" who will be in charge of group activities.
 - a. A Responsible Adult is defined as 25 years of age with control authority.
 - b. This adult will be responsible for all activities of the user group and is responsible for familiarity with, and adherence to, applicable facility safety and maintenance procedures including snow removal from emergency exits.
6. Organizations are responsible for furnishing their own materials, equipment and supplies and replenishing any District supplies used.
7. A closing hour of 10:00 p.m. shall be adhered to as reasonably as possible unless previously approved by the Facility Manager or Fire Chief.
8. Groups or organizations granted use of the District building must confine their activities to the part of the building designated for their use.
9. No public activity shall interfere with any other activity in the building.
 10. Parking is permitted in designated areas only and must not impede District operations.
11. Phone use will be limited to local calls in designated areas.
12. Groups or organizations granted use of District facilities may be required to provide

a certificate of insurance showing \$500,000, or greater, combined single limit of liability for bodily injury and property damage, prior to use.

13. Users are responsible for removal and proper disposal of all garbage.
14. Animals are not allowed in the building due to health and safety concerns.
15. All facility users must sign-in on the Facility Log Book listing; date, name, activity, time in and time out.
16. Failure to follow District Facility Use policies shall be grounds for removal from the premises.
17. The District reserves the right to cancel any reservation if the facility is needed for district business.

1.07 FEES:

1. The Facility Manager, Fire Chief and District Board will determine fees for use of District facilities. Fee schedules will be reviewed annually, or as needed.
 - a. Building Use Fee Structure: Standard Building Use Fee based on user fee schedule as established in consultation with a "User Group".
 - No use fee will be charged to Level 1, 2 or 3 groups. (When level 2 or 3 organizations use the facility for fund raising they may be treated as a Level 4 organization and, if so, they may choose to split the net profit gained by fund-raising with the District rather than pay the standard building use fee)
 - Main Floor Community Room: \$20.00/hr or \$100.00/day
 - Upstairs Meeting or Training Rooms: \$20.00/hr or \$100.00/day each.
 - Main Floor and any portion of upstairs: \$30.00/hr or \$150.00/day
 - b. A Janitorial Fee will be charged to users who leave the facility unclean and/or disorderly at the rate of \$50.00 per hour. A deposit of \$100.00 may be required for out-of-district groups.
 - c. A Facility Supervisor Fee may be charged to users requiring supervision at a rate of \$50.00 per hour.
 - d. Any damage to District buildings or property that creates a financial loss to the District shall be assumed by user.