



MASON COUNTY FIRE DISTRICT #4

TITLE: PUBLIC USE OF DEPARTMENT FACILITIES

CHAPTER: 7000 NUMBER: 7020 DATE: 10-07-08

APPROVED: Signature on file Bob Burbridge, Chief

1. PURPOSE: To allow the use of District meeting rooms, and to keep the meeting rooms clean and well maintained after every use.
2. RESPONSIBILITIES: It is the responsibility of each member of the District to ensure they are in compliance with this guideline. It is the Fire Chief's responsibility to enforce this guideline.
3. GUIDELINES:
 - 3.1 Normal hours of use for the meeting rooms are 8:00 a.m. to 11:00 PM. Other hours must be approved by the Fire Chief prior to use.
 - 3.2 To request the room for day time or evening use, the request should be made two (2) weeks in advance of the date needed. The staff member taking the request will complete a Facility Use Agreement form.
 - 3.3 The Facility Use Agreement form is to be routed to the Fire Chief.
 - 3.4 The Department Secretary will confirm availability and mail the Facility Use Agreement to the requesting party. When the agreement has been signed and returned, it will be forwarded to the Fire Chief or designee for approval.
 - 3.5 If the request is approved, the Fire Chief will post the room confirmation to the facility use calendar and mail a copy of the agreement and these guidelines to the requesting party.
 - 3.6 The requesting agency or group must appoint a responsible person who will be present for the entire meeting.
 - 3.7 The agency or group using the meeting room will **not** affix anything to the walls or ceiling except with masking tape.
 - 3.8 The responsible party should arrive early for orientation, if they have not previously used the meeting room.



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- 3.9 The requesting agency or group is responsible for proper set-up of chairs and tables, and assures all equipment will be properly cleaned and stored prior to leaving. The room will be cleaned and waste disposed of as needed.
- 3.10 Only those agencies or groups who have been properly trained by the station crew may use the meeting room audio/visual equipment and systems.
- 3.11 The only markers to be used on the dry erase board will be provided or approved for use by fire department personnel.
- 3.12 Station personnel are to be contacted if there are any problems with the equipment or the building. A phone number will be made available to the agency or group using the meeting room to call should problems occur.
- 3.13 Under no circumstances are users to attempt to reprogram, remove, or repair department equipment or systems in the meeting room.
- 3.14 Users will be responsible for ensuring their personnel maintain facility security during and after the meeting, until the room is secured by department personnel.
- 3.15 The responsible party will be briefed by fire department personnel about security actions that must be taken if the station crew is called away on an emergency.
- 3.16 The responsible person will ensure that the meeting participants do not enter any areas not normally open to the public, unless accompanied by department personnel.
- 3.17 The requesting agency will be responsible for any damage or extraordinary costs as a direct result of their use of the facility.
- 3.18 No alcoholic beverages or controlled substances are allowed on fire station property. Coffee, donuts, sodas, and other light snacks are acceptable; however, service of food beyond that level will require special permission. Smoking is prohibited in the building.
- 3.19 Station personnel will inspect the room upon departure of the group or agency and confirm the room has been left in an acceptable condition. If an unacceptable condition exists, a memo shall be routed to the Chief or designee for follow-up.
- 3.20 A use or cleaning fee maybe imposed on a user group.