



Building/Grounds Use Agreement

The needs of Stevens County Fire Protection District 1 related functions have top priority for meeting rooms and the District reserves the right to cancel this agreement. Appropriate notice will be attempted.

Name of Organization: _____ Today's Date: _____

Person in Charge – Name/Address/Phone/Email: _____

Purpose of Event: _____

Station Requested: _____

Date of Event: _____ Starting Time: _____ Ending Time: _____

Expected Attendance: _____ Admission Charge: _____ Time Doors Open: _____

1. It is understood at all times the person in charge is responsible for the group until all attendees have left the facility and/or grounds.
2. It is agreed the use of the property is to be confined *to the time of day and area allotted*. If additional times are desired, an additional request will be made. Same day set up only.
3. Vehicles shall not block the ingress or egress of emergency vehicles.
4. There shall be **NO FOOD** allowed in meeting rooms.
5. Users shall leave the premises in the same condition as found, shall be responsible for any damages to the facility or land, and shall **clean and remove any garbage** generated by their use.
6. The Fire District shall not be responsible for any items/property left on the grounds.
7. It is understood a representative of the group(s) will consult the Fire Chief and/or specific Station Officer of the land being used before meeting there for the first time.
8. It is understood any violation of the above rules will result in immediate suspension of the privilege and any damage to building or equipment will be compensated for promptly.
9. The undersigned requestor and the organization's members waive all claims against cause arising at any time. The requestor shall indemnify Stevens County Fire Protection District 1 on all accounts for any damage or injury to any person, or to the goods of any person, arising from the use of the premises by the renter.
10. The District desires to consider such requests on a uniform basis subject to the provisions of this policy. However, the District does recognize that preference should be given to public agencies, departments, and entities. Preference should also be given to District volunteers, employees, officials of the District, and donors to the District.
11. ***In all instances***, Fire District related meetings, training, and functions shall have priority over all requests for use of Fire District facilities. This will include any emergency where the room may be needed on short notice.

12. For any uses approved by the District Fire Chief, the notice will be placed on the schedule. No commercial use (selling of products) of any Fire District property, in accordance with State law, shall be allowed. Dissemination of information may be allowed on a case-by-case basis, to be determined by the Fire Chief.
14. Any building made available shall not include access to or the use of any office, living space, equipment, apparatus, supplies, or any other article of tangible property owned or possessed by the District. The use of general technology (projectors, sound system, meeting room WiFi) is permitted. At no time are Fire District computers to be used or secured network access be allowed.
15. The user will indemnify the Fire District against all actions, claims, demands, liabilities and damages which may in any manner be imposed on or incurred by the Fire District because of, or arising out of any act, default or omission on the part of the user or user's guests, members, employees or agents. **The user shall attach a copy of their liability insurance if requested.**
16. All users shall comply with all statutes, ordinances, rules and regulations of the Federal, State and County governments. The use of alcohol or any illegal substance (as defined by Federal or State law) will not be allowed and are not permitted on any Fire District properties. Fire District facilities are considered "smoke free" and smoking shall not be allowed in District facilities or on District property.
17. There will be none of the following uses of District facilities:
 - a. Events or gatherings involving lewd conduct, pornographic materials, or of a sexually oriented content.
 - b. Meetings or events advocating the overthrow of the any Federal, State, county or local Governments.
 - c. Political advocacy. Some informational meetings may be permitted and shall be at the discretion of the Fire Chief on a case-by-case basis.
18. A New request MUST be made for each event.

19. Extended use of District meeting facilities is not in the best interest of the Fire District nor the community. The meeting space is not designed to take the place of permanent facilities. The District may revoke or refuse any attempt at monopolizing a day and/or timeframe.

I AGREE THE ABOVE INFORMATION IS CORRECT AND THE BUILDING WILL BE USED SUBJECT TO THE RULES FOR USE OF FIRE DISTRICT FACILITIES AS SPECIFIED IN DISTRICT POLICY 601.01.

Signature of Requestor

Approved by Facility Station Officer and/or Fire Chief