

HIGHLANDS FIRE DISTRICT

EXECUTIVE DIRECTIVES

CODE/TITLE: **222 Facility Use**
SECTION: 200 Administrative Practices
REFERENCE: N/A
ORIGINATED BY: Jayme Jones
APPROVED BY: Fire Board
EFFECTIVE DATE: 9/19/17

I. PURPOSE

The purpose of this directive is to provide guidance associated with the use of District's facilities, including but not limited to the Hirsch Center (Training/Community Room) located at Fire Station 23, 3350 Old Munds Highway, Flagstaff, AZ (in Mountaineer).

II. SCOPE

This directive is applicable to all users of the District facilities.

III. DIRECTIVE

It is the directive of the District to permit use of the District facilities for purposes which serve the public interest and are consistent with the District's mission, vision, and values. The facility user (responsible party) must sign and comply with *Facility Use Agreement* and guidelines below:

IV. GUIDELINES

A. FACILITY USE APPROVAL CRITERIA

- 1) Its use may enhance, support, or further the mission of the District.
- 2) Its use may enrich or enhance the quality of life for those in the community.
- 3) Its use may not unduly promote personal or private interests.
- 4) The DISTRICT retains final authority in approving or denying use of its facilities.

C. FACILITY RESERVATIONS

- 1) Facility use is granted on a first come, first served basis; however, the DISTRICT and affiliated groups have first priority use of facilities and retains the right to cancel or modify scheduled events as needed. A full refund will be provided if cancellation is necessary.
- 2) The facility user (responsible party) and the intended use of the facility shall be precisely stated on a *Facility Use Agreement*.
- 3) A facility use reservation will be confirmed after a *Facility Use Agreement* is completed and signed by the user (responsible party), and the applicable fee is paid.

- 4) To ensure fair access to District facilities, public use may not be scheduled more than six (6) months in advance. Reoccurring use may not be scheduled out for more than three (3) months at a time.
- 5) Reservation requests should be submitted well in advance (but no more than six (6) months) to ensure the facility requested is available for use.
- 6) Hours of facility use are 8:00 AM – 10:00 PM (including clean-up time); any exception must be approved by the Fire Chief prior to the event.
- 7) Facilities may not be reserved on New Year’s Eve or Day, Independence Day, Halloween, Thanksgiving, Christmas Eve or Day, or during District schedule events (e.g. Annual Pancake Breakfast, Halloween Party, etc.)

D. CONDITIONS OF USE

- 1) The user shall notify District personnel upon their arrival and departure.
- 2) The user is responsible for table and chair set-up and take down.
- 3) Decorations and/or signage and method of attachment must be approved by District personnel.
- 4) The user shall ensure the facility is returned to a neat and clean condition upon completion of use.
- 5) The user is responsible for the supervision of the function and shall ensure that all persons act in an orderly, responsible, and safe manner.
- 6) The user is responsible for any damage to facilities that arise during its use, regardless of cause and shall promptly reimburse the District in full for such damages.
- 7) Weapons and unauthorized possession of firearms are prohibited on District premises.
- 8) The use of tobacco, in any form, alcohol, or illegal drugs is prohibited on District premises.
- 9) The use of the facility is limited to the designated public areas. District personnel must accompany entrance into any other area of the Fire Station. Fire Station tours may be arranged in advance of an event.
- 10) The use of the facility does not constitute the District’s endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsements are prohibited.
- 11) The District retains the right to terminate the event or expel a person or persons who are deemed to be unruly, unsafe, acting with dangerous behavior, or who are in violation of any law, policy, rule, or condition of use.