**Beulah Fire Protection & Ambulance District**

**FACILITIES USAGE POLICY**

Beulah Fire Protection & Ambulance District makes their facilities available to groups and organizations for meetings other events, whenever possible.

**General Guidelines and Requirements:**

1. For purposes of this policy, any reference to facilities includes reference to any property of the District, including furniture and equipment.
2. Every group or organization is required to abide by all District guidelines, requirements and other restrictions regarding usage of the facilities.
3. Users of the facilities agree to use utmost care in the use of District facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the Fire Station are subject to approval by Beulah Fire Protection & Ambulance District.
5. Each outside group or organization is required to complete and deliver a signed agreement to the station no later than one week prior to usage.
6. Beulah Fire Protection & Ambulance District reserves the right to schedule other activities and events in other parts of the Fire Station.
7. District use for emergencies may void this agreement at any time.

**General User Responsibility:**

**Additional Requirements and Restrictions**

1. Those using Beulah Fire Protection & Ambulance District facilities agree to release, protect, defend, indemnify and hold harmless Beulah Fire Protection & Ambulance District and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of their uses of any Beulah Fire Protection & Ambulance District facilities.
2. In the event of damage to the Fire Station, those using any portion of the facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Beulah Fire Board of Trustees or their designee and shall pay the District for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization of permission to use District facilities to any other persons or organizations is strictly prohibited.
5. Those using District facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the Fire Station.
7. The use of drugs (including marijuana) and alcohol is strictly prohibited on the premises. Tobacco product may be used outdoors in designated areas only. Vape products are not permitted indoors.
8. No group or organization (whether or not a department member is affiliated with such organization) shall use any District facilities in any manner or for any purpose that is in conflict with or contradicts the Rules & Regulations/SOG’s, the mission or principles of the Beulah Fire Protection & Ambulance District.

This policy is applicable to use of the District facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use District facility. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No District representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.



Name of Group/Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) and time(s) of meeting or other event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Nature of meeting or other event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Room(s) being requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above-named group or organization (1) acknowledges receipt, from Beulah Fire Protection & Ambulance District, of Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of District facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with Beulah Fire & Ambulance Protection District Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of Beulah Fire Protection & Ambulance District to the above-named group or organization prior to or in the course of such usage.

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Authorized Representative*

Accepted by Beulah Fire Protection & Ambulance District:

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Authorized Representative*