

Vashon Island Fire & Rescue
Operations Manual

Policy No: 3001

Public Use of District Facilities

Effective Date:
3/1/2013

Approved:
2/26/2013

Review/Revision Due: _____

1.0 Reference

RCW 42.52.180 Use of Public Resources for Political Campaigns

Article 8, Section 7 Washington State Constitution

2.0 General

In order to achieve its mission of providing emergency services for Vashon and Maury Island communities, the basic functions of a District facility are to safeguard District facilities and equipment, to provide a safe workplace environment, classrooms, meeting rooms, living and sleeping quarters and physical fitness space for District personnel. The District retains control, authority and judgment on the use of its facilities. While publicly owned buildings by their nature may be allowed for public use, first consideration is given to the agency that builds, purchases, maintains and possesses the building. Vashon Island Fire and Rescue (VIFR) must consider first its own needs, the nature of the group or meeting desiring use of its buildings, the safety of all occupants and use of the building while protecting the integrity, sanitation and condition of the room or building.

3.0 Purpose

The purpose of this policy is to outline the terms, conditions, procedures and use of district facilities by non-VIFR groups.

4.0 Scope

This policy applies to all members of Vashon Island Fire & Rescue, unless specifically exempted, and those groups desiring use of the facility.

5.0 Policy

5.1 Definitions

District – Vashon Island Fire & Rescue (VIFR)

Nonprofit – Any group whose mission, license or charter is to operate as a public service, health, safety or other public benefit without profit.

Affiliated Groups – Any group which by nature of its history or special working relationship is connected with the mission of VIFR.

Facility Use Agreement – A written agreement setting forth the conditions of permission to use District Facilities.

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Fee – A non-refundable amount to be charged a group in order to help defray expenses to insure, repair and maintain the building, assessed against those groups who are not affiliated with the Fire District.

Damage Deposit – An amount which is held in case the facility is left in such a condition that staff must provide cleaning services. If the room is left in good condition the deposit will be returned.

District Facilities – Property owned by VIFR and therefore, belonging to taxpayers.

Certificate of Insurance – Proof of Insurance that names Vashon Island Fire & Rescue as an additional insured to protect the district against damage and/or injuries resulting from any group's negligence or use of District facilities.

5.2 Policy Statement – District Responsibilities

- 5.2.1 The District is a special purpose district and a political subdivision of King County in the State of Washington. Its station facilities constitute public property of the District.
- 5.2.2 All groups must be approved by the Fire Chief or designee. Any group or individual failing to comply with conditions of this policy or Facilities Use Agreement may have meeting privileges suspended.
- 5.2.3 The District is prevented by RCW 42.17.130 from permitting the use of the District facilities for the purpose of assisting the campaign for the election of any person to any office or for the support or opposition to any ballot measure.
- 5.2.4 The District shall not permit the use of District Facilities by any individual or organization that will unreasonably interfere with the primary purposes of the facilities.
- 5.2.5 Within the limitations described below, the Board of Commissioners of the District will permit the use of District facilities under the following conditions:
 - 5.2.5.1 The District Facilities will not be available for use when, in the opinion of the Fire Chief, it is needed for District purposes.
 - 5.2.5.2 Fire District programs and activities shall have priority over other groups when scheduling use of District Facilities. Public use may be cancelled if an emergent need arrives. Every effort will be made to give at least three day's notification; however, the District reserves the right to cancel without notice.

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- 5.2.5.3 The District will not be responsible for the loss, damage or destruction of any personal property brought to District Facilities by the user of the station or the user's guests or invitees.
- 5.2.6 Fire district policy shall serve as the authority for all actions, decisions, or direction for organizational management. As such, policy shall serve as a record of the practices of Vashon Island Fire & Rescue at the time of the enactment of a particular policy.
- 5.2.7 The equipment provided is limited to tables, chairs and white board within the room. Audio-visual equipment may be available upon request.
- 5.2.8 The District cannot provide office supplies, copies, phone service or any other amenity to individuals or groups, however occasional use of the phone for local calls is allowed.

5.3 Policy Statement – Public Group Responsibilities

- 5.3.1 The User groups applying to use District Facilities shall provide the District with the name, email and phone number of the individual who will be in charge of the activity and responsible for the closing of the station or room at the completion of the activity.
- 5.3.2 All User Groups must enter into a written agreement with the District substantially in the form attached hereto.
- 5.3.3 User groups must hold the District harmless and accept responsibility for injury to persons or property that is the result of their actions or use of District facilities. In addition, user groups may be required to provide a Certificate of Insurance, naming VIFR as an additional insured.
- 5.3.4 User groups must reimburse the District for any damages and/or costs incurred to District property resulting from their usage, plus any costs to collect such reimbursements from the users.
- 5.3.5 Unless otherwise agreed in writing, advance reservations for the use of District facilities may only be made for a maximum of 60 days with a minimum of three days' notice or at the Chief's discretion.
- 5.3.6 Alcoholic beverages are not permitted on District premises.
- 5.3.7 All District Facilities are tobacco-free.
- 5.3.8 The applicant must surrender the premises in a neat and clean condition at the completion of the activity. The applicant must also post a clean-up deposit with the District if requested.

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- 5.3.9 The User group must be responsible for any damage or destruction of the District Facilities or equipment. If asked, the applicant shall post a damage deposit with the District.
- 5.3.10 The User group must abide by the rules and regulations as adopted by the District governing the use of the station and the conduct of the members of the public in attendance at the function or event held at the station.
- 5.3.11 By law, no political activities shall be conducted in District facilities.
- 5.3.12 By law, the District Facilities may not be used for private business or profit-making activities unless usual and customary rent is charged.
- 5.3.13 The use of District Facilities shall not violate applicable state laws or county ordinances.
- 5.3.14 No activity shall be conducted on District Facilities that would adversely affect the insurance coverage on the building or increase the insurance premium.
- 5.3.15 Unless previously agreed in writing, storage of group materials is not available.
- 5.3.16 Users shall not fasten materials to walls.
- 5.3.17 Children are not allowed to play in hallways, in apparatus bays, or areas of the District Facilities other than conference or training rooms being used for organized play activities. Children under 12 shall be under a parent's or guardian's supervision and control at all times and are not allowed to wander.
- 5.3.18 Animals, except service animals, are not allowed with user groups.
- 5.3.19 Activities that may disrupt or be considered a nuisance by neighbors to the District are not allowed.
- 5.3.20 Parking is allowed in marked spaces or along the street so as not to obstruct hydrants, apparatus bay doors, driveways or employee parking.
- 5.3.21 Capacity of rooms shall not exceed the Fire Marshal's maximum rating which is posted in each room.
- 5.3.22 Any furniture or equipment moved or rearranged during the use of the facility shall be restored to the placement at the time the District Facilities were received. All trash shall be removed prior to vacating the building.

6.0 Guidelines

6.1 Procedural Statement – Approved Groups

- 6.1.1 Municipal corporations (elected officials).
- 6.1.2 Other public agencies, departments and entities.
- 6.1.3 Other agencies affiliated with Fire District services on a case-by-case basis, such as VashonBePrepared disaster preparedness groups.
- 6.1.4 Non-political and not-for-profit groups, including health and safety groups, and organizations having a 501(c)(3), (4) or (6) determination from the Internal Revenue Service.

6.2 Procedural Statement – Scheduling

- 6.2.1 At least three days, but no more than 60 days in advance, the person scheduling the room will contact the Administrative Office of Vashon Island Fire & Rescue, at (206) 463-2405. Approval will be on a case-by-case basis. So that other groups or organizations may have access to similar time slots, signups for regular, recurring monthly meetings are limited to no more than two (2) months at a time. Regular, reoccurring weekly meetings will be reviewed and approved on a case-by-case basis.
- 6.2.2 Cancellations by users must be submitted three days prior to scheduled event. Any fees will be returned.

6.3 Procedural Statement – Facility Use Agreement

- 6.3.1 A *Facility Use Agreement* form must be completed for the group making the request.
- 6.3.2 The person signing the Facility Use Agreement shall assume responsibility for any damage of the facilities, grounds or equipment as a result of the use of the facility.

6.4 Procedural Statement – Fees and Deposits

If Fees are charged to User Groups, then:

- 6.4.1 Fees for the use of District facilities shall be determined by the Fire Chief and reviewed and modified as needed. Current members of VIFR may use District Facilities, when such use is not-for-profit and properly scheduled as with any other group, free of charge.

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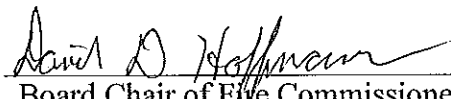
Approved:

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- 6.4.2 Fees shall be paid in advance at the time of application. Fees for the room, audio-visual equipment use and damage deposits are listed on the current *Facilities Use Agreement*.
- 6.4.3 All fees shall be returned if the application for use of the facilities is denied.

The District reserves the right to refuse, suspend or terminate use of District Facilities at any time for any reason or no reason.

Approved:



Board Chair of Fire Commissioners

Vashon Island Fire & Rescue

Date:

2/26/13