

MOSQUITO FIRE PROTECTION DISTRICT POLICY

Name of Policy:

Use of District Facilities and Grounds

Policy Number:

1-03

Date First Developed:

June 1985

Revision Date:

October 13, 2016

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PURPOSE:

To establish a process for permitting the use of District facilities and grounds by persons or organizations other than District staff or the Board of Directors.

POLICY:

1-03-01 Use of Facilities and Grounds

- a. An organization, organized group or individual desiring to use District facilities and grounds must make their request to the Chief using MFPD Facilities and Grounds Usage Request form. The request must be received by the Chief or his designee at least ten (10) calendar days before the proposed usage. The Chief or his designee shall respond to the request for usage no later than five (5) working days after receipt of the written request providing that the requirements of 1-03-02 have been met.
- b. District or district sponsored activities will take precedence over all other uses. However, every effort will be made to accommodate any request received and approved.
- c. The District's Board of Directors, upon appeal of a denied request, retains the authority to approve or reject any use request on its merits.
- d. No alcoholic beverage may be sold on MFPD buildings or grounds.

1-03-02 Fees and Insurance

- a. A facilities and grounds user may, at the discretion of the Board, be required to pay a nominal fee to offset the cost any services rendered by the District or District personnel.
- b. Prior to receiving approval for facilities and grounds usage, the requesting user shall submit or have on file with the District, evidence of proper and sufficient liability insurance coverage for the proposed usage activity.

1-03-03 District Personnel in Attendance

A paid staff member or active, district Volunteer Firefighter licensed to drive District fire apparatus and vehicles must be available during any activity or function at the District's facilities or grounds which requires or could require the moving of District fire apparatus or vehicles.

1-03-04 User Request Exceptions

The facility and grounds may be used as a polling place for State and County elections upon written or verbal request by the County Elections Department or their representative. In this instance, their request will fulfill the need for a MFPD Buildings and Grounds Usage Request form.

1-03-05 Overnight Sleeping Accommodations

Except as authorized by the Chief or Board, District facilities and grounds shall not be used by any member of the public, volunteer fire fighter, or paid District employee as an overnight sleeping facility.

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1-03-06 Overnight Parking Accommodations

- a. With prior approval, of the Chief or his designee, the unpaved parking areas at the fire station may be used for the temporary overnight parking of equipment or large vehicles owned by other government agencies or private businesses performing work in the District.
- b. The requesting party shall provide the Chief or his designee an “emergency contact number” for a person who can be reached **and** will respond to the station should there be a need to do so regarding the parked equipment.
- c. The District assumes no responsibility or liability for the equipment or vehicles parked on their grounds. To that end, the requesting party shall provide to the District a “Release and Hold Harmless” document.

1-03-07 Use of Administration Offices

- a. Administration Offices are the Chief’s office and the clerical office. These are to be secured when an authorized user is no longer on duty due to the non-public, sensitive information that may be present.
- b. District office equipment may, at the discretion of staff, be available for use by the public during normal business hours.

1-03-08 Private Vehicle Storage or Repair

- a. Due to potential liability, Mosquito Fire Protection District facilities or tools shall not be used for the repair or maintenance of any personal vehicle or equipment. This shall apply to paid staff, volunteers and the general public. The Chief, in exigent circumstances, may suspend this prohibition as he deems appropriate.
- b. The short term parking of any vehicle awaiting salvage or repair shall not be permitted in those areas designated for use by responding personnel nor shall the vehicle impede access to the fuel dispensing area.