

**SUBLIMITY FIRE DISTRICT**  
**Operational Guide**

<b>SUBJECT:</b> STATION PUBLIC USE	<b>O.G. NUMBER:</b>
<b>PURPOSE:</b> To describe the use of Fire stations by other than members of the District	<b>Original Date:</b> 3/5/99
	<b>Revision Date:</b> _____

**STATION PUBLIC USE**

General use of a building owned by the Sublimity Fire District shall be as follows:

The Buildings specific use will be that of Fire Stations to house fire apparatus, equipment, offices and personnel. Use also includes meetings, training and a gathering place for the members of the Sublimity Fire District, Volunteers Association and Auxiliary.

Other uses may include a meeting or gathering place for non-profit organizations ( 4-H, Boy or Girl scouts, etc.), however a certificate of insurance that demonstrates they carry damage and liability insurance that extends to the use of Fire District facilities must be provided to the Fire Chief prior to any meetings. This type of use may be granted after a written request form is submitted and approved by the Fire Chief. Requesters may be asked to demonstrate that they are a non-profit organization.

Generally the Fire Station(s) may not be reserved for more than three months at a time.

No fee is charged for the use of the Fire Station. However, the Fire District may request groups to pay for cleaning in the event excessive soiling of the station(s) occurs.

- Use of any firefighting equipment or other related items are strictly prohibited.
- Storage in the Station by requesters must be pre-approved by the Fire Chief. No long term storage may occur without Board approval.
- Parking is available to the south of the Headquarters station. Users are not to park in the street, especially where the Yellow curbs are located.
- Smoking is not allowed in the Stations. No Alcohol may be used in the Station. No long distance phone calls are allowed.
- Those using the station are to empty trash, clean tables, arrange chairs and tables as they are generally kept, vacuum the carpets (vacuum is in the meeting room closet).
- No use of candles is allowed..
- No drinking or eating is allowed in carpeted areas of the station

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I (Name) \_\_\_\_\_ (Organization) \_\_\_\_\_ (phone number) \_\_\_\_\_  
request the use of the Sublimity Fire Station Training/Meeting room on  
(dates) \_\_\_\_\_ (times) \_\_\_\_\_. Number of people  
expected: \_\_\_\_\_ Describe type of use: \_\_\_\_\_

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ROOM(s) TO BE USED –Conference room (small room)\_\_\_\_\_, Training room\_\_\_\_\_, (Large Room),  
Kitchen \_\_\_\_\_

I have read the Fire Districts policy for the use (above). I understand that I am responsible for abiding by the policy.

Furthermore, I agree to hold the Sublimity Fire District, its Board of Directors and members harmless from any and all causes, actions, suits, liability, loss, cost, damage or expenses of any kind or description by reasons of the use of the Sublimity Fire Station during the period I/WE have reserved it or while we have supplies there.

I/WE agree to be held responsible for any property damage occurring during the time our organization is using the premises, and agree to repair or have repaired any damage done by my/our group to the satisfaction of the Fire District.

This is a non-profit organization (evidence attached) and a certificate extending liability insurance to the use of the Fire Districts property is also attached

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Phone number \_\_\_\_\_

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Fire Chiefs Approval \_\_\_\_\_ DATE \_\_\_\_\_

Date(s) approved \_\_\_\_\_