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# Peninsula Fire District

## POLICY HANDBOOK

**POLICY TITLE:** Public Fire Hall Use

**POLICY NUMBER:** 2285

**2285.1** The primary purpose of the District Fire Hall is for use by the Peninsula Fire District, its Board of Directors, its employees, Firemen's Association and Fire Sirens monthly meetings and their fundraising events.

The District Fire Hall shall be available to approved groups and organizations; such use shall at all times be open to the public and shall not be abridged or denied because of age, race, sex, national origin, political or social views. Authority for granting such use of District facilities for extra-functional purposes is vested in the Fire Chief or his designee.

**2285.1.1** Permission to use the District Fire Hall for an event must first be approved by the Fire Chief through a request form.

**2285.1.2** Approved use of the District Fire Hall may be rescinded in the event of an emergency, priority need by the District or misuse by the user.

**2285.1.3** The District Fire Hall shall not be made available to or for the following groups and/or activities:

1. Social (parties, dances, receptions, etc...)
2. Commercial or private profit-making
3. Organizations conducting on-premises fund-raising and/or requiring or soliciting contractual obligations
4. Partisan political activities
5. Religious services (invocations are not considered services)

**2285.1.4** Any use shall not interfere with regular District business. The District Fire Hall will only be available for events on the following days: Tuesdays and Thursdays from 8:00 am till 10:00 pm.

**2285.1.5** Eight (8) person minimum is required to use the District Fire Hall. Multiple events can and are encouraged to use the District Fire Hall at the same time.

**2285.1.6** Each event must have at least one representative (leader) that will be responsible for the District Fire Hall while it is being used. The representative will make sure the following is complete prior to leaving the District Fire Hall after the event is completed: all lights will be turned off, coffee station is cleaned and burners are off, coffee pots are cleaned and put away, kitchen is left clean, bathrooms are left clean and vacuum the carpet. Failure to leave the District Fire Hall clean will result in privileges being revoked. All applicants (including governmental entities) will be required to pay the full cost of any breakage, necessary repair or cleaning. Proper clean up shall be determined by the District staff.

**2285.1.7** All groups shall be under the direction of their own leadership. Where minors are present, an appropriate ratio of adults (18 years of age or older) to children shall be maintained at all times.

**2285.1.8** No outside alcohol will be allowed on premises.

**2285.1.9** For the dates that the District Fire Hall is allowed to be used for an event the heater will not be allowed to be set above 68 degrees. The lock box covering the heater will not be tampered with, if found that it was tampered with that sponsored event will be revoked from using the Fire Hall.

**2285.1.10** The Fire Chief has the authority to approve or deny any Non-Fire District related event as he feels deemed.