



Serving North Spokane County

Spokane County Fire District 4

Policy & Agreement for Public and Private Use of the Community Center

Purpose: The purpose of this policy is to provide for maximum use and enjoyment of the District's Community Center facilities by the public while preserving the availability of the District facilities to serve the primary mission of the District. Therefore, any public use may be preempted by department needs. In furtherance of this policy, the District will allow public use of its facilities, pursuant to this policy and procedure and consistent with the reasonable regulations contained herein. The District, however reserves the right to deny access to a person or organization found to have failed to follow these policies and/or procedures, the regulations for use of the facilities, or any lawful directive of the District or its Chief.

The Community Center may be used for community and private events, and public or non-profit organizations. These events may include, but are not limited to, civic events, cultural events, educational events, weddings, and anniversary receptions.

The District will not allow political activities, for-profit organizations or religious organizations of any kind. No charge specifically designed for admission into facilities will be allowed.

The Board of Fire Commissioners Spokane County Fire District #4 delegates the authority to recommend policies and procedures relating to use of District Facilities to the Fire Chief or his designate. The Fire Chief has the authority to waive any and all fees and any other requirements.

All functions shall be scheduled with the Chief or his designate at least thirty (30) days in advance. No continuous scheduling will be allowed. District use will have priority over all other functions. District reserves the right to cancel functions at any time.

Areas are to be used with care, and be left clean, neat and undamaged.

No alcoholic beverages are permitted on District premises. This includes beer, wine, champagne, and/or hard liquor of any kind.

No illicit drugs, activities or marijuana shall be permitted on premises.

No tobacco, or vaping are permitted on premises. Smoking will be allowed in designated area only.

Responsible adult with organization must sign rental agreement, pay fees as per schedule, and be present at the activities of the organization.

All children under 12 years of age shall be accompanied by at least one adult for each 5 children.

The group using the facility will be responsible for its own setup and breakdown. All tables and chairs will be wiped down and stored after the meeting. All lights will be turned off and all required doors locked.

Kitchen:

Food and/or beverage preparation and service is allowed only in the kitchen.

All sinks, counters, service areas, stovetops and ovens, and appliances must be left clean

All food must be removed from premises

All garbage and waste must be bagged and removed from premises. Garbage left in District dumpster will have a fee charged against the deposit.

All appliances and lights turned off

Fees:

1. Community Center

- a. Rental: The rental fee shall be \$75.00 per room, per day. Building supervisor fee will be charged to users requiring supervision/support for after-regular business hours use at the rate of \$20.00 per hour.
- b. Food Prep/Kitchen area rental will be an additional \$75.00 if used
- c. Deposit: A damage deposit will be required as follows: Group of 1 to 50 people \$250.00; Group of more than 50 people \$500.00.
 - i. The damage deposit will be returned based on the following:
 1. Clean Facility
 2. No Damage
 3. Garbage Removal
 4. After Hours Key Returned

Days and Hours of Use:

The community center is available for use Sunday through Saturday. No use is permitted on holidays. The holidays recognized by the District are: New Years Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day.

The community center is available for use from 7:00 a.m. to 11:00 p.m. Set up can begin no earlier than 7:00 a.m. and all clean up must be completed and the facility vacated by 11:00 p.m.

Rules and Regulations for Rental of District Facilities

1. **Reservations.** Reservations will be accepted within six months of the requested date for facility use on a first come, first serve basis.
2. **Submittal of Rental Agreement.** A completed Rental Agreement should be submitted at least thirty days before the requested date for facility use. The person in charge on the Rental Agreement shall be at least twenty-one years of age and must be present during the facility use.
3. **Payment.** Deposit and Cancellations. Payment and deposits must be received no later than thirty (30) days prior to the first day of facility use. If payment is not received within the time limit, the reservation will be subject to cancellation. Cash or check only.
4. **Approval of Agreement.** Approval will be granted for any event or activity only where satisfactory sponsorship and adequate adult supervision are provided and that meets the policy of the District.
5. **Key System.** **The applicant is responsible for checking out the key card to open the facility. The key must be picked up during normal business hours from the District Office (8:00 am to 5:00 pm. Monday through Friday)** and must be returned the first business day following the facility use.

Key checked out by: _____ Date(s): _____

6. **Time Limitations.** Rental time must include time needed for set-up and clean up.
7. **Subletting.** The applicant is **NOT** allowed to sublet the use of the building and/or venue to other applicants. It is the sole responsibility of the applicant to ensure appropriate use and care are taken when renting the District Facility and to comply with all rules and regulations.
8. **Conduct.** Boisterous conduct, profane language, possession or use of drugs, betting or other forms of gambling shall not be permitted in District facilities.
9. **Clean Up.** At the conclusion of the event or activity the facility must be clean, all garbage must be removed from the premises and disposed of responsibly (this includes restroom garbage), tables and chairs must be wiped down, all windows and doors must be closed and locked, all lights must be turned off and all furnishings, and equipment must be moved back to their original position. The person in charge shall be the last to leave.
10. **Damage and Injury.** Damage to facilities or equipment must be reported within twenty-four hours. Applicant shall be financially responsible for all damages incurred during applicant's use of the facilities. A damage deposit will be required as follows: Group of 1-50 people \$250.00; Group of more than 50 people \$500.00. The District shall not be responsible for accident, injury or loss of property. The damage deposit will be refunded after the building is inspected and approved. The deposit refund can take up to 30 days.
11. **Misuse of facility.** The misuse of a facility or the failure to conform to the rules and regulations will be sufficient reason for forfeiture of the damage deposit and denying any future applications for use of District facilities.
12. **After Hours Emergency Contact Number:** _____
13. Park area west of the District parking lot is not included in agreement. Contact City of Deer Park for scheduling if needed.

I understand the rules and regulations written above and I agree to abide by these rules.

Lessee Signature

Date

Spokane County Fire District 4
Rental Agreement

Date: _____

Person(s) or Name of Organization: _____ (Lessee)

Contact Person: _____

Address: _____

Phone Number: _____ Cell Phone: _____

Rental Date: _____ Set-up Date: _____ Rental Time In: _____ Rental Time Out: _____

Type of Event to be Held: _____

The Lessee(s) shall pay to the Organization the sum of \$ _____.00 being hereinafter referred to as the "Fees and Deposit Amount." In the event that the reservation is cancelled by the Lessee without thirty (30) days prior written notice or in the event the tasks set forth below are not preformed by the lessee, the Deposit Amount shall be retained by the District as liquidated damages.

In addition to the Fees and Deposit Amount, a valid certificate of insurance indicating liability insurance shall be provided to the District at least ten (10) days prior to the event.

(Received Date _____ Copy attached)

The total sum for the aforementioned event will be \$_____ to be paid in full by _____ (Date). Cash or check only. All Rental Payment will be made in full and in advance of the event with keys not being assigned until that time. Applicable deposits will be returned only if the following conditions are satisfied:

1. Clean Facility
2. No damage
3. Garbage Removed
4. After hours key returned (the key must be returned no later than the next business day following the event)

Event Restrictions:

- No illicit drugs, activities, or marijuana shall be permitted on premises. No tobacco or vaping are permitted on premises.
- No firearms.
- No taping, nailing or thumb tacking of decorations or signs to any wall, door or ceiling.
- No alcohol.

Once the event is held and all duties of the lessee under this agreement have been, in the opinion of the District, properly executed, the Deposit Amount will be returned within thirty (30) days by the District. The following persons should be contacted if problems arise during the event: _____.

Approved by Fire Chief or Designee:

Lessee Signature:

Signature

Date

Signature

Date