

# Whatcom County Fire District 4

4142 Britton Loop – Bellingham, Washington

EFFECTIVE DATE: January 1, 2021

## Facility Use Policy

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### **I. Policy**

Whatcom County Fire District 4 encourages and supports appropriate use of fire district facilities by the community, when such use does not conflict with fire district activities.

### **II. Purpose**

The intent of this policy is to establish guidelines for the optimum usage of the facilities for the benefit of the fire district and the community.

### **III. Scope of the Facility Use Policy**

These procedures shall govern the use of all district-owned or -leased facilities. The Fire District, by allowing the use of its facilities pursuant to this policy, shall be deemed to be granting a mere license for such use to the Responsible Person (as defined below) and to such Responsible Person's guests or attendees for the event.

Use of the facilities for emergency purposes (i.e. command center, personnel staging area, or protective shelter for victims) takes precedence over all other uses of the facilities regardless of any prior payments or reservations. Fire District 4 activities shall have precedence when scheduling facility usage. If the facilities are unavailable at the reserved date/time due to an emergency, or if the district cancels a reservation, any monies paid for the use will be refunded in full. Whatcom County Fire District 4, its agents and employees will not be liable for any damages, losses, or costs exceeding any monies paid for the use of the facilities if the facilities are unavailable due to an emergency or cancellation of reservation. The district will endeavor to provide as much notice as possible in the event it becomes necessary to cancel or reschedule a reservation.

The District's facilities shall not be available to any group or organization that promotes discrimination, or has a record of discrimination on the basis of race, creed, color, gender, national origin, marital status, age, sexual orientation, or the presence of any sensory, mental or physical disability.

The district's facilities shall not be available to individuals or groups whose purpose it is to market or sell products or services for profit. Fire department facilities shall not be used for political endeavors.

Permission for use does not constitute an endorsement of a group's philosophies, policies or beliefs.

Facility usage must be deemed to be in the best interest of the fire district to receive approval. Satisfactory sponsorship, adequate adult supervision, appropriateness of activity, care of equipment and facility, and conformance to rules and regulations are conditions of usage.

#### **IV. Requests for Use of Facilities**

**All reservations must be made by application.**

1. The Responsible Person shall complete the attached Facility Use Application Form.
2. Any Facility Use Application Form received without the information, as required, will be returned.
3. The intended use of the facility shall be clearly stated on the application.
4. The completed form must be delivered to the District Administrator. The District Administrator is responsible for maintaining the schedule for facilities. The District Administrator and Fire Chief have full authority to permit or deny the use of the facilities for any reason.
5. The Responsible Person has the responsibility to:
  - a. Pay the fees as stated on the attached fee schedule
  - b. Return all areas used to their original condition
  - c. Repair any damage caused by their group or any person attending the event
  - d. Replace any items lost, stolen or destroyed

#### **V. Responsible Party**

Any person or group using the facilities of Whatcom County Fire District 4 shall designate an individual who will be its Responsible Party, who shall:

1. Have the authority to act on behalf of the requesting group or organization
2. Be the liaison between the requesting organization and the District Administrator for all arrangements

#### **3. HOLD HARMLESS/INDEMNIFICATION AGREEMENT**

The undersigned hereby makes application to Whatcom County Fire District 4 for use of District facilities described above and certifies that the information given in the application is correct. The undersigned further states that he/she has the authority to make this application for the applicant and agrees that the applicant will observe the rules and regulations of the district. The applicant agrees to exercise the utmost care in the use of said premises and property, and shall be responsible for any and all damage to the District's premises and property and shall be responsible for all actions, behavior and damages caused by their guest(s)/attendee(s). The District is not responsible for accidents, injury, illness or loss of group or individual property. THE APPLICANT AGREES TO HOLD WHATCOM COUNTY FIRE DISTRICT 4 HARMLESS AND DEFEND IF FROM ANY AND ALL CLAIMS BY ANY PERSON ARISING FROM SAID USE OF SAID FACILITIES. THE APPLICANT FURTHER AGREES TO REIMBURSE THE DISTRICT FOR ANY DAMAGES ARISING FROM THE APPLICANT'S USE OF SAID FACILITIES.

#### **VI. Scheduling**

1. Events shall be scheduled on a first-come first served basis. Events may not be scheduled more than ninety (90) days in advance.
2. Users shall first have access to the facility no earlier than 7:00 AM. Users must conclude their event no later than 10:00 PM (including clean-up and breakdown). Upon request, the District Administrator may grant permission for access before 7:00 AM. In no case shall the facility be used beyond 10:00 PM.
3. No event shall be considered officially scheduled until the applying organization is notified by the District Administrator or Fire Chief.

## **VII. Fees and Payment**

1. Fees for the use of the facilities shall be pursuant to the attached fee schedule.
2. Payment in full of all use fees is due upon invoice receipt.
3. The District Administrator or Fire Chief may waive or reduce the use fee at his/her discretion.

## **VIII. Cancellations**

Cancellation by the Responsible Party will result in a full refund of any fees paid. Cancellations must be in writing as soon as possible and acknowledged by the District Administrator.

## **IX. General Regulations**

All persons using the facilities of Whatcom County Fire District 4 are governed by the following general regulations:

1. The Fire District reserves the right to expel anyone and everyone on the premises that exhibits unruly or destructive behavior.
2. A responsible adult over the age of 21 shall be present at all times.
3. The responsible party shall ensure that all lights are turned off and that all entry doors are closed.
4. Violation of these policies governing the use of the facilities, creation of a disturbance, or willful damage will cause cancellation of the group's privilege for further use of the facility.
5. The district has a strict NO TOBACCO USE POLICY. No smoking or other tobacco use is allowed anywhere on District premises.
6. All activities must be concluded by 10:00 PM. The fire station has firefighter living quarters and we have residential neighborhoods in close proximity to the facilities, therefore music or amplified sound shall cease at 9:30 PM.
7. Absolutely no pins, tacks, or any piercing mechanisms may be placed on any walls, ceilings or woodwork. No tape may be used on painted or wood surfaces. Tape applied to glass or white-board surfaces and any decorations must be must be fully and cleanly removed at the end of the event.
8. Open flames of any kind are not permitted.
9. No animals are permitted in the facilities with the exception of certified assistance animals in accordance with ADA or other pertinent state or federal law.
10. No alcoholic beverages are permitted – no exception
11. Maximum occupancy for building B is 100 persons; for building D, 44 persons.
12. Children shall be supervised at all times both inside and outside of the building.
13. Except for the projection screens, no other district owned audio-visual equipment is included in the facility and shall not be used by groups. Users must provide any audio-visual equipment at their own expense; district audio visual equipment is not available for rent.
14. No hazardous condition or activity shall be allowed, including but not limited to hazardous chemicals, biohazards or the collection of any bodily fluids, compressed gasses (including helium balloons).
15. A facility cleaning list is posted in the facility. All users are required to clean up after their event, completing all items on that list.

## **X. Acknowledgement Concerning Noise from Fire Station and Apparatus**

Use of the facilities is with the understanding that there may be public address calls from station speakers, sirens and engine noise from the fire station and apparatus being housed at the station.

## **XI. Parking**

There is a limited amount of parking available on fire district property. Spaces are not reserved and are available on a first-come, first-served basis. Visitor and users of the facility are legally forbidden from parking in front of apparatus bays or in a manner that impedes fire district vehicles from responding to emergencies. Vehicles illegally parked are subject to immediate removal by towing at the owner's risk and expense. The parking lot east of the fire station is strictly for firefighters; and shall not be used by event attendees.

## **XII. Damages or Loss**

The Responsible Person shall be held fully responsible for any loss or damage of any Whatcom County Fire District 4 property caused by intentional or negligent conduct on the part of any persons using the facilities. The Responsible Person will immediately pay for any loss or damage. The Responsible Person will take full responsibility for the conduct of all persons present at the event and will be accountable for the safety of children attending the event.

## **XIII. Training Grounds and Training Tower**

### **Training Grounds:**

1. All training conducted on the grounds will be in accordance with all applicable statutes, including WAC 296-305.
2. All users who utilize the ventilation prop are required to supply their own material(s) and dispose of all debris promptly.
3. The ventilation prop is to be restored to its original condition after any destructive use.
4. Under no circumstances should master streams be operated into the training tower.
5. All users must ensure that all valves on apparatus, hydrants or fire streams are operated as slowly as practical to reduce water hammer.
6. All users must notify Fire District 4 prior to using the yard hydrants.
7. Pump pit users must replace the pump pit cover after use.
8. All personnel riding in apparatus on the training grounds shall wear safety belts.

### **Training Tower:**

1. No person may operate the training tower until certified to do so by Fire District 4.
2. All personnel using the training tower shall sign a liability waiver prior to use.
3. All personnel using the facility shall be accounted for by the person in charge of the drill at all times.
4. A safety officer shall be appointed for all live fire exercises.
5. SCBA and PPE shall be used for all live fire exercises.
6. During training exercises, all personnel shall have helmets on when inside the yellow box around the tower.

# Whatcom County Fire District 4

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## Facility Use Application Form

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible Person (see policy): \_\_\_\_\_

Telephone for Responsible Person: Day: \_\_\_\_\_ Evening/Cell: \_\_\_\_\_

Purpose or Proposed activities to be conducted in the Facility: \_\_\_\_\_

Number of persons attending: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Requested Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

~~~~~FOR OFFICE USE ONLY~~~~~

☐ APPROVED ☐ DISAPPROVED \_\_\_\_\_ (date) Reason: \_\_\_\_\_

☐ Entered on Calendar By: \_\_\_\_\_ ☐ Applicant Notified \_\_\_\_\_ (date) By: \_\_\_\_\_

FEES: Room/Area: \$ \_\_\_\_\_

Extras: \$ \_\_\_\_\_ For \_\_\_\_\_ \$ \_\_\_\_\_ For \_\_\_\_\_

Fee Waived: By: \_\_\_\_\_ Date: \_\_\_\_\_ Reason: \_\_\_\_\_

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## Fee Schedule

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Classroom Use: \$20 per hour

Training Ground and Bldg. D: \$25 per hour – props included

Tower, Training Ground and Bldg. D: \$50 per hour – props included

Tower, Training Ground, Bldg. D, Large Meeting Room: \$60 per hour – props included

Live Fire: \$100 per hour, min. \$400, including consumables

Tower, Training Grounds and Bldg. D

Whatcom County Recruit Academy: \$1,500 per academy

### Ventilation Prop

User must supply their own material(s), replace and remove, all cut sheets of plywood on the ventilation prop at their expense.

### Live Fire Guidelines

An approved and qualified Safety Operator must be used for all live fire training. The Safety Operator fee is **not** included in the live fire fee. (List of approved Safety Operators available upon request)

Groups desiring on-going or regular use should negotiate a contract with the district.

**If user fails to remove trash and waste per contract there is a \$20 per hour fee.**

### **\*\*NOTE\*\***

Building D, because of its location on the drill yard and the potential hazards to civilians from that proximity, may be unavailable for rental anytime there is activity on the drill yard.

***The District reserves the right to make adjustments to facility fees.***

7. Users may refill SCBA on site, provided they have notified the station officer. Only trained operators approved by District 4 may use the air fill station.

**WHATCOM COUNTY  
FIRE PROTECTION DISTRICT 4**

  
Chairman

  
Commissioner

  
Commissioner

**ATTESTED:**

  
Board Secretary

**Date: October 21, 2020**