



ALPINE FIRE PROTECTION DISTRICT BOARD POLICY MANUAL

POLICIES AND PROCEDURES

Last Modified Date: 05/17/2016

Policy #: 1004
Page: 1 of 5

Approved: 4/17/07
Revised: date

1004 - Board/Training Room Use

1.0. PURPOSE:

To define proper use of all District Facilities.

2.0. POLICY:

All District facilities shall be maintained and operated in a manner that promotes a professional work environment and presents a positive image to the public. District facilities shall be used for conducting District business. Local community groups and individuals may utilize the Board/Training Room provided that they comply with the requirements set forth in this policy and the attached License Agreement. The Alpine Firefighter's Local 2638 may access and use District property in accordance with the MOU.

3.0. INTENT:

It is the desire of the District to maintain its facilities in a professional, presentable and functional condition. To that end, it is necessary to regulate the activities within its facilities. It is further the desire of the District to cooperate and support local community groups. Regulations and restrictions are therefore imposed to insure the District incurs no financial or legal liability in supporting these activities.

4.0. PROCEDURE:

4.0.1. Company Officers are responsible for the day-to-day operations of District facilities in their charge. This includes activities such as station safety, security and maintenance. All employees are responsible for contributing to the overall care and maintenance of the facilities they live and work in. Additionally, all users of District facilities must leave said facilities in a clean fashion and in the same condition and configuration in which they were found. Failure to do so may revoke an individuals or groups future access to the facilities

4.0.2. All uses not specifically related to the operation of the District must be approved by the Fire Chief. For example, this would include requests



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from organizations such as the Registrar of Voters, various community groups and other local government agencies.

- 4.0.3.** A notation is required on the Board/Training Room calendar whenever the room is scheduled for a specific use. The Board/Training Room calendar is kept at the front desk. Any requests for change must be submitted to the Clerk/Receptionist or in their absence the Fire Chief in as much as access to District facilities is granted on an availability basis with priority given to other governmental agencies and then local community groups. Any use by an organization shall not be on a regular or periodic basis.
- 4.0.4.** The District retains full control of and right to access any District facility at any time, such as in an exigent situation (local disaster declaration, EOC activation, etc.).
- 4.0.5.** Any individuals or groups wishing to utilize a District facility must provide their name, phone number and contact person. Additionally, such individuals/groups must maintain on file with the Board Secretary a completed application, and a certificate of insurance, as specified by District License Agreement attached as Appendix A.
- 4.0.6.** All activities that may create an undue risk to the District are prohibited. In addition NO FOOD, DRINKS OR ALCOHOLIC BEVERAGES shall be served, consumed or brought onto the premises.
- 4.0.7.** The Board/Training Room shall not be used for political activities, any illegal purpose whatsoever, or in violation of any valid regulation of a governmental body, nor shall licensee's use create any nuisance or trespass.
- 4.0.8.** No Smoking is allowed in the building and fire regulations must be obeyed at all times.
- 4.0.9.** No animals, other than aid assisting dogs, are allowed in District facilities.
- 4.0.10.** An adult must be present at all times to supervise children.



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License Agreement – Board/Training Room Use

This **LICENSE AGREEMENT** is made and entered into by and between ALPINE FIRE PROTECTION DISTRICT, a political subdivision, hereinafter referred to as "LICENSOR", whose address is: 1364 Tavern Rd, Alpine, California 91901; and the person/entity described as LICENSEE in Section 1 (a) of this Agreement, hereinafter called "LICENSEE."

WITNESSETH

WHEREAS, LICENSOR owns land with a fully equipped fire station constructed thereon ("Building"), in the County of San Diego; and

WHEREAS, LICENSEE desires to use an area in said Building,

NOW THEREFORE, AND IN CONSIDERATION OF THE FOLLOWING PROMISES, COVENANTS AND CONDITIONS, THE PARTIES HERETO AGREE AS FOLLOWS:

1. **License Information and Requirements:**

(a) LICENSEE IS: _____
LICENSEE'S ADDRESS IS: _____

LICENSEE'S TELEPHONE NUMBER: (____) _____

DEPOSIT: _____

(b) Mandatory due dates:

BOTH LICENSE AGREEMENTS MUST BE FULLY EXECUTED AND RETURNED TO LICENSOR WITH THE APPLICABLE DEPOSIT(S) BY:
_____ - (Subject to Section 7 of this Agreement).

All certificate(s) of insurance are due by: _____
(Subject to Section 3 of this Agreement).



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- (c) For the following use and no other purpose, LICENSOR does hereby grant to Licensee permission to use the following specified area(s) located at 1364 Tavern Rd, Alpine, California 91901, (particularly described in Paragraph 4) on the dates, and at the rate for said use hereinafter set forth:

Area: **Board/Training Room:** Purpose: _____

- (d) This License is granted for a period from _____ at ___am/pm to _____ at ___ am/pm, provided LICENSOR reserves the right to terminate this License or withhold use of the Building at any time with or without cause hereinafter referred to as "License Period".

2. **Payment of Fees:** Interest will not be paid, refunded or credited to LICENSEE on any deposit(s) required of LICENSEE. Non-refundable advance deposit(s) to be paid on the dates described in Section 1 of this Agreement. Failure to make advance deposit(s) on time shall constitute immediate termination of this Agreement by LICENSEE. Deposits will be credited against any damage or clean up costs.

3. **Insurance:** LICENSEE shall, at its sole cost and expense, procure and maintain through the term of this License, the following insurance or this Agreement becomes null and void:

- (a) LICENSEE shall carry and maintain during the entire term hereof, at Licensor's sole cost and expense, broad form comprehensive general liability insurance with limits of not less than One Million Dollars (\$1,000,000.00) per person and Two Million Dollars (\$2,000,000.00) each occurrence, insuring against any and all liability of LICENSEE arising out of this Agreement, and property damage liability insurance with a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) each accident.



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LICENSEE

LICENSOR

ALPINE FIRE PROTECTION DISTRICT
A political subdivision

By: _____

Print name: _____
Title: _____

Dated: _____

Dated: _____

- Special Event Liability Insurance Program (SPARTA) available to users who do not have liability insurance. This program provided through FAIRA. Please contact administration to obtain further information on this program or use link below. FY19/20: Cost of insurance for 1-50 people - \$89.00
- Website direct link: https://www.2sparta.com/selip_application.php
Phone number: (415) 986-3999