



WEST THURSTON REGIONAL FIRE AUTHORITY

Section: Administration – Facility Use

Policy: 1.1013.1

Effect Date: 1/1/10

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1.0 POLICY:

West Thurston Regional Fire Authority allows the use of its physical facilities for those activities which are consistent with law, public policy and the Department interests. Department facilities will be available only when adequate staffing permits. Facilities available for scheduling meet or exceed access provisions for disabled persons in compliance with Title III, PL 101-336, Americans' with Disabilities Act (ADA).

Locations available for use are:

- Station 1-1, 18720 Sargent Rd SW Rochester WA 98579:
 - One large training room with optional kitchen. Occupancy = 30 (*based on available parking*)
- Station 1-2, 10828 Littlerock Rd SW Olympia WA 98512
 - One large training room with optional kitchenette. Occupancy = 171
 - One small board room with optional kitchen (available on evenings and weekends only for Tier 2 and 3 groups). Occupancy = 24

2.0 FACILITY RESERVATIONS:

2.1 Facilities are available for occasional use, limited to no more than two meetings/events monthly per organization. No fees may be charged by the user group to attendees of the meeting/event.

2.2 Use of Department facilities shall be considered on a first come first served basis.

2.3 Facilities will be rented to groups in the following priority:

- a. Tier One – represents WTRFA and groups within the WTRFA, to include Department related Associations. Examples of these events would be department activities or sanctioned fire department organization meetings for educational

- purposes such as the Fire Tones Auxiliary, the Volunteer Firefighters Association and the local bargaining unit for IAFF 3825. These groups will not be charged a fee for the use of the facilities. A staff or volunteer member must be responsible for each function and remain onsite for the entire meeting/event. These groups will not be required to provide liability insurance as they are covered on the Department policy.
- b. Tier Two – represents groups affiliated with other Fire Departments or, other government agencies affiliated with emergency services, or local in-district nonprofit groups (such as scout troops). These groups will not be charged a fee for the use of facilities. These groups may be required to provide certification of Liability Insurance per discretion of the Fire Chief or Office Manager, and dependant on the type of activities involved. A Facility Attendant may be required dependent on event timing.
 - c. Tier Three – represents all other outside organizations. These organizations will have no direct affiliation with the Fire Department or emergency services, and will be charged for the use of facilities. A Liability insurance certificate may be required of this group. A Facility Attendant may be required dependent on event timing.

2.4 Use of Department facilities for Department activities shall always have priority in scheduling over non-Department activities. The Department reserves the right to cancel any event due to natural or man-made disasters or other such emergencies as determined by the Fire Chief or Office Manager. Regular use shall be scheduled and recorded through the Office Manager.

2.5 Facilities are typically available for use Sunday through Saturday 7:00 a.m. until 11:00 p.m. upon confirmation of a Facility Attendant and available staffing.

2.6 Tier Two and Tier Three groups wishing to use Department facilities shall complete a FACILITY USE REQUEST FORM and submit same to the Office Manager. Telephone reservations are not valid until applications and/or payments are received. The full fee and cleaning deposit is due at time of application (where applicable). An application is not approved until signed by the Fire Chief or Office Manager.

2.7 Facility use may be scheduled no more than ninety (90) days in advance, allowing for Facility Attendant and staffing coverage.

2.8 The Department retains the ability to deny access to any user without giving cause in such decision.

3.0 FACILITY USE FEES

3.1 Meeting rooms and public restrooms are available at a rate of \$70 per day or \$140 per day to include use of a small kitchenette (where available). A cleaning deposit of \$35 will also be charged. The cleaning deposit is refundable after appropriate cleaning deductions, within approximately 30 days of the function. These charges are assessed for the use of the

Department facilities include but are not limited to utilities, key service, temperature control, trash cans, paper products for restrooms/kitchen use and wear and tear.

3.2 Facility Attendant - Tier Two and Tier Three users are required to have a Facility Attendant present at any event held at any department facility with the exception of the Littlerock Road which may require an attendant only for events held outside of normal administrative work periods. Facility Attendants will be in uniform and are responsible for patrolling both the inside and outside of premises and have the authority to require extra security for the event. Facility Attendant services will be billed to the user group at \$50.00 per hour per attendant. The Facility Attendant is authorized to close an event for failure to comply with the Department's Facility Use Policy.

4.0 FACILITY USE RULES

4.1 At no time shall the consumption of alcohol or the use of controlled substances take place on the premises for any reason.

4.2 The facility is a non-smoking facility to include the department grounds, and shall be maintained smoke free by the user. This includes vehicles parked on department grounds.

4.3 Facilities shall be limited to those specified on the application – users may not wander or use other areas of the facility such as apparatus bays, offices, lobby, dormitory-kitchen, or other department work areas unless expressly identified on the application.

4.4 A user may use Department furnishings (chairs and tables), if available, but the Department is under no obligation to furnish such amenities. A pull-down screen is available for use, but media and computer equipment is for department use only (public wi-fi is available upon request.) If the kitchenette is part of the use agreement, a microwave and sink is available for use. User must provide own coffee-maker, supplies and utensils.

4.5 Decoration or application of materials to walls or floors must be approved in advance of the event.

4.6 The user scheduled to use the facility shall be responsible for all damage or loss to the station or its contents, even if such loss exceeds the damage deposit.

4.7 Users must leave all areas of the facility used in as clean of a condition and return furnishings as they were found, including the kitchen (where applicable). If extra cleaning by custodial staff is needed, funds will be deducted from the cleaning deposit. If extra cleaning exceeds the cleaning deposit, the users will be billed the balance. Failure to clean the facility after an event will be grounds for refusing future usage applications. Cleaning is to include at a minimum:

- Removal of all materials brought in, including decorations.
- Clean up of spills immediately (materials provided by department personnel.)
- Wipe down of tables and countertops (materials provided by department personnel.)

- Bagging up all trash and placement in outside dumpster.
- Restoring furniture to original configuration.
- Ensuring all doors are closed and locked and there are no obstructions blocking access.

4.8 Any activity which is illegal or would tend to bring disrepute on the Department is expressly forbidden. No meeting or other activity shall place the personal safety of any participant or department member at unreasonable risk.

4.9 The presence, use/and or storage of firearms, explosives and/or hazardous material within Department facilities is forbidden unless approved by the Fire Chief, with the exception of commissioned law enforcement officers.