

<p>SECTION: ADMIN 100.4  DISTRICT FACILITIES: COMMUNITY ROOMS   DATE 6/21/2018</p>	<p><b>FALCON FIRE DEPARTMENT</b>  <b><i>STANDARD OPERATING PROCEDURE</i></b></p>	
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I. Overview

- A. Introduction. The Falcon Fire Protection District offers the use of its community rooms to members of the community as well as local civic and nonprofit organizations.
- B. Purpose. The purpose of this procedure is to establish rules and limitations for the use of community rooms within FFPD facilities.

II. Availability and Scheduling

- A. FFPD community rooms are made available free of charge to not-for-profit groups on an “as available” and “first-come-first-serve” basis, subject to the limitations defined in Section III of this policy.
- B. FFPD usage, including, training and operational requirements, take precedence over other events. FFPD reserves the right to cancel the reservation of any group at any time to accommodate a training or operational need.
- C. The FFPD Administrative Office is responsible for coordinating and scheduling community room use in accordance with this policy.
- D. FFPD personnel shall direct callers or visitors who wish to schedule a use of the community room to contact the Administrative Office during normal business hours.
- E. A group that wishes to use an FFPD community room must submit its request to the Administrative Office at least 72 hours in advance of the date of use. Requests must include the date(s), time(s), and purpose of the event.
- F. Community room reservations may be scheduled up to Six Months in advance.
- G. Reservations may be made for up to three events, up to six months in the future.
- H. Prior to the FFPD community room being scheduled, users must sign and return the Agreement and a Waiver of Liability to the FFPD Administrative Office.

III. Restrictions and Conditions for Use

- A. FFPD community rooms are made available free of charge to not-for-profit groups for the purpose of holding meetings and conducting group activities. Examples of permitted not-for-profit usages include, but are not limited to: Boy Scout and Girl Scout meetings, homeowners association meetings, clubs and service organization meetings and activities.

- B. FFPD is a government agency and there are legal limitations on the allowed uses of its facilities. Examples of activities that are not permitted in FFPD community rooms include, but are not limited to:
- Any money-earning activities by for profit purposes. No selling, prompting or buying of any product which generates a current or future profit;
  - Meetings or activities for the purpose of planning, organizing, or conducting political campaigns or to support political candidates or a public entity ballot issue;
  - Meetings or activities for the purpose of planning, facilitating, or committing criminal acts;
  - Meetings or activities for the purpose of advocating, planning, or inciting violence or damage to persons or property;
  - Meetings or activities for the purpose of advocating, planning, or inciting the violation of local, state, or federal law;
  - Meetings or activities for the purpose of advocating, planning, or inciting the violation of the civil rights of any person, group, or class of persons;
  - Meetings or activities for the purpose of planning strikes, picketing, public demonstrations, or similar activities;
  - Meetings or activities that promote a specific religion or spiritual belief;
  - Meetings of trade organizations and unions are not permitted. To promote public health, safety and welfare of persons and property, and to accommodate District emergency personnel who would like to attend a union meeting scheduled during the time they are on duty, community rooms may be used by the firefighters union local. The primary purpose of any meeting or activity of the union local must comply with the other restrictions set forth in this policy, including but not limited to, not using a FFPD Community Room for fundraising or to promote candidates for elected office, or advocating or opposing ballot questions or issues at a public election.
- C. FFPD community rooms are available for use daily from 9:00 a.m. to 9:00 p.m. FFPD Station 3 community room is unavailable M-F 0800-1600. All community room activities must conclude by 9:00 p.m. All activities will take place solely within the community room, unless express consent has been given at the time of request.
- D. No parking is permitted in front of fire station truck bay doors or in areas that block or impede emergency vehicle access.
- E. All meeting or program attendance must comply with occupancy limits as follows:
1. Station 1: 18 persons (with tables and chairs) or 30 persons (chairs only)
  2. Station 3: 40 persons (with tables and chairs) or 50 persons (chairs only)
  3. Station 4: 25 Persons (with tables and chairs) or 40 persons (chairs only)
- F. All FFPD facilities, including parking areas, are tobacco free. Use of tobacco in any form is prohibited.
- G. Consumption of alcoholic beverages and/or marijuana in any form on any FFPD property is prohibited.

- H. Candles and open flames are prohibited.
- I. Public access to FFPD buildings is limited to the community room, entry hall, and the public restroom. Crew sleeping and living quarters, equipment rooms, and vehicle bay areas are not to be entered unless accompanied by FFPD personnel.
- J. FFPD computers, copiers, and work stations are for FFPD use only. Persons attending a meeting or activity in a FFPD community room may not use or tamper with FFPD computers, copiers, or other electronic equipment.
- K. Television, projector, and guest wifi access is available for community room users, but use is only with prior approval.
- L. Community room meetings and activities may not disrupt FFPD operations or the ability of FFPD personnel to sleep or engage in their regular on-duty activities.
- M. Excessive noise and/or the use of any sound system or public address system is prohibited.
- N. Food and beverages are not permitted in FFPD community rooms. (Birthday parties, celebrations, potlucks, and events that involve serving or bringing food or beverages are not permitted). FFPD may permit drinks in containers and light snacks on an as-requested basis. Permission must be obtained from the Administrative Office the time of the reservation request.
- O. Children must be supervised by a person over 16 years of age at all times.
- P. Animals, other than certified and clearly identified service animals, are not permitted.
- Q. Community room users are expected to leave the community room and associated restroom clean. Users of community rooms are responsible for:
  - 1. Disposing of trash, cleaning up any allowed food or drink spills, wiping down tabletops and counters, and vacuuming or sweeping community room floors.
  - 2. Ensure the bathroom is left clean.
  - 3. Return all furnishings to original positions.
  - 4. Turn off interior lights.
  - 5. Close and lock the doors to the community room when a meeting is over.
- R. Failure to comply with the requirements set forth in this policy may result in refusal by FFPD to allow the group to use the room again in the future,.
- S. FFPD is not responsible for lost, damaged, or stolen property of persons who use FFPD community rooms, or while on FFPD premises, including the parking lot, or for any personal injuries sustained during use of the facilities.
- T. FFPD is not responsible for personal injuries sustained by persons using FFPD community rooms.
- U. Allowing groups to use FFPD community rooms is not a waiver of FFPD's governmental immunity or other liability and damages limitations.

#### IV. Waiver of Liability

- A. A responsible party representing the group wishing to use the community room shall:
  1. Sign and return to the FFPD Administrative Office, the FFPD Community Room Usage Agreement;
  2. Sign and return to the FFPD Administrative Office, the FFPD Waiver of Liability for any damage, injury or loss which might arise as a result of, or incidental to, the use of the community room.
  3. Be provided a copy of this policy.