

Mayne Island Improvement District

Facilities Use Policy

PURPOSE

This Policy establishes guidelines for non-official use of Mayne Island Fire Hall facilities. The Fire Chief is responsible for administration of this policy and maintains and coordinates use of all fire Department meeting rooms and facilities.

Use of the Fire Department facilities and meeting rooms does not constitute Fire Department endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsement are prohibited.

SCOPE

This Policy shall apply to all requests for use of Fire Department facilities.

POLICY

In granting permission for use, it is the policy of the Mayne Island Improvement District and Mayne Island Fire Department to limit the use of its facilities to those deemed to be essential so as to not detract from the revenue of other publicly available venues.

The Fire Chief and MIID CAO retain ultimate authority with regard to approval or disapproval of any use and reviews each request prior to approval to ensure safety and that use of equipment and furnishings will not damage the facilities. Certain uses will not be authorized under any circumstances as set forth in *Restrictions on Use*, below.

The Fire Chief or MIID CAO may cancel any approved use or deny use of the meeting room at any time for any reason, or require immediate use of the meeting room in the event an emergency.

PROCEDURE

Application for use must be made at least 24 hours before the scheduled meeting is held. Permission may be granted for use of firehall meeting room one time per use of the meeting room facilities for Public Services, including but not limited to;

- Health and Safety Services,
- Infrastructure Services and Providers,
- Utility Services and Providers,
- Improvement Districts, and their authorized Affiliates,
- Public Education courses and seminars related to Public Services.

Capacity: Maximum capacity for the meeting room is forty (40) persons.

Parking: Users are to park in the front parking lots, the rear parking lot is reserved for fire department employees & volunteers, particularly in an emergency.

Supervision: The person requesting the use of facility shall be the primary contact for the group, but the group itself will be held liable for compliance with all provisions contained in this Policy. If the primary contact cannot be present during the entire scheduled time, another individual must be appointed to be responsible and accountable. The group or organization is responsible for maintaining the orderly conduct of all its guests/speakers, etc., informing all admitted of the rules by which they must abide,

compliance with the rules by all guests/participants, and for any damage to the facility and its contents. The group or organization must ensure that events are adjourned and facilities vacated at the specified end time. Repeated end time violations may result in denial of further facility use.

Furniture: Tables, chairs, and dry erase boards are provided at no charge. A/V equipment is available for a nominal fee of \$10.00 per use. Tables, chairs, boards, and A/V equipment must be clean and returned to the configuration existing when the group arrived. Equipment, supplies or personal belongings of any group may not be stored in the facility or meeting room.

Food and Beverages: Food and beverages (non-alcoholic) are allowed in meeting facilities, however the room and the kitchen facilities must be left clean or a clean-up fee will be assessed. No cooking is allowed. No use of staff purchased food or incidentals is allowed.

Impact and Damage: Groups leaving food remnants on furniture, counter tops or floors will be assessed a minimum clean-up fee of \$20.00. Groups damaging furniture, flooring or walls will be assessed a damage fee equal to the restoration cost.

Decorations: No decoration may be attached to walls or ceiling tiles. No decorations are allowed on the exterior of the building. Any use of decorations shall be that which will not leave any damage to walls of facilities and must be removed, prior to vacating the facilities, and taken away with the user.

Alcoholic Beverages and Smoking: No alcoholic beverages are allowed in the meeting rooms or anywhere on the premises. Smoking shall be only permitted in designated smoking area(s). Guests shall use provided receptacles for disposal of smoking materials.

Telephone Use: Use of the house telephone is not allowed.

Restrictions on Use: Facility use may be scheduled only during normal business days and operating hours, except in extenuating circumstances and shall be evaluated on a case by case assessment.

Meeting rooms shall not be available for the following:

- Religious worship services.
- Events involving noise or loud music, interfering with activities in nearby adjacent facilities, or disturbing other users.
- Groups whose size exceeds the Fire Code limit.
- Illegal activities.
- Wedding receptions, reunions, parties, graduations, dances, and celebrations of the like.
- Events offering Wine, Spirits, or other alcoholic beverages.

LIABILITY

The Mayne Island Fire Department and the Mayne Island Improvement District assume no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their employees or volunteers, nor for any injury to any person as a result of, or in any way arising from, any given use of the facility. Users must agree to indemnify and hold harmless the Mayne Island Fire Department and the Mayne Island Improvement District against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any meeting room facility. The Mayne Island Fire Department and the Mayne Island Improvement District are not responsible for theft or damage.