



Smith Valley Fire Protection District

Facility Use Policy and Agreement

The Smith Valley Fire Protection District strives to make District facilities available to the community for public use and benefit. Over the years, the use of these facilities has increased. As our facilities are supported with public funds, we will continue to attempt to support public uses within the operational limitations of a functioning fire and emergency medical services agency. District facilities and sites may be used according to the following guidelines:

Scheduling and Availability

The scheduling of ALL facilities must be requested through the District's administrative office. Facility use applications can be accessed either by calling 775-465-2577 or by going to the District's website at www.svfpd.org where a printable version can be downloaded. All applications must be completed, signed and returned in person to the District's Administrative office prior to using the facility (see attached application).

Except in cases placing a financial or other burden on the District, sites may be used without charge for official business of government entities. Priority shall be given to the District, the County, State, and Federal Government entities, or activities of organization that are closely associated.

Helping to make available Community services is the primary reason for providing use of District Facilities for non-District organizations. Community Service Organizations refers to a group of community members that have taken action or exist to meet the needs of others and better the community as a whole. **Any meeting being held at a District Facility must be for non-profit purposes.**

Facilities are available for use on a first come-first serve basis. Reservations should be made not less than two (2) weeks prior to the event/use. The Smith Valley Fire Protection District reserves all rights to use its facilities and in some cases to cancel reservations if the need arises. It is important to remember that while we do encourage and offer public use of the community areas of the facilities, their primary purpose is to support the operations of the Smith Valley Fire Protection District.

General Regulations and Rules

1. The applicant/responsible party must be at least twenty-one (21) years of age.
2. Groups or individuals must complete and sign a Facility Use Application and Agreement and are bound by the terms of the agreement.
3. Proof of liability insurance is required upon application. Proof of an extension of homeowner's personal liability coverage may be acceptable. Otherwise, special events liability insurance may be required with the Smith Valley Fire Protection District named as an additional insured.
4. Professional, bonded security may also be required at the time of application for some events and at the discretion of the District.
5. The sale and/or use of alcohol is prohibited in a District Facility unless the applicant has obtained the approval of the Smith Valley Fire Protection District Board of Directors and all necessary permits, including: County Liquor License under Title 5 of the Lyon County Code, and an Outdoor Festival Permit, if required. Copies of permits and/or approvals must be provided prior to the use of the facility.
6. Users of facilities are obligated to follow the Nevada State Health Department rules and regulations for food preparation and service.
7. Use of kitchen facilities (if applicable) are allowed if approved by the District. The user is responsible for cleaning and sanitizing the kitchen after use. Failure to do so can result in a charge to the user and revoke any further privilege to use District facilities.

8. No permanent storage of equipment, supplies, or other items will be allowed.
9. Tables, chairs, etc. that are owned by the District are not allowed to be removed from the facility and are not for rent.
- 10. Audio Visual equipment owned by the District is not available for use.**
- 11 Facilities are made available as-is. The District, staff, and volunteers shall not be liable for any damages or expenses due to cancellation, non-suitability, or non-availability of the facilities for any reason.
12. Any activities or event that will interfere with the day-to-day operations of the District will not be allowed.
13. Any activity or event deemed likely to bring about excessive "wear and tear" on the facility will not be allowed.
14. Any illegal activities will not be allowed.
15. Firearms are strictly prohibited on all District property.
16. Smoking is prohibited inside all District facilities.

Use of Facilities

1. Use must be in compliance with established curfew laws and noise must be curtailed after 10:00 p.m.
2. Facilities may have multiple or back-to-back uses and adhering to scheduled use time is mandatory.
3. The use of the facility begins when the facility is opened for your use by a District staff member or volunteer. The phone number to call when the use of the facility has ended will be provided. An inspection of the facility will be conducted following the use by a District employee or volunteer who responds to the phone call. After the facility has been inspected and secured, there will be no additional opportunity for the user to enter the facility.
4. Reasonable safety precautions must be observed. No open flame of any kind, including lighted candles, is allowed. No smoke machines are allowed. No modifications to the facility electrical services is allowed at any time.
5. When permission for the use of kitchen facilities has been granted, the user is responsible for the safe and proper use of all kitchen appliances. Fan and supply air, where applicable, must be turned on when the kitchen range is in use. No propane stoves, camp stoves, or other open flame apparatus will be allowed inside the facility, with the exception of warming devices.
6. Final availability of kitchen facilities must be granted and confirmed by the District (if applicable), and indicated as approved on the application.
7. The District will not be responsible for lost, stolen, or damaged property. Additionally, the District will not be responsible for injuries or damages sustained by persons using the facility.
8. Telephones are available for local dialing only. No long distance calling is allowed.
9. Minor children must be supervised by an adult at all times. The apparatus bay, all apparatus, office, workout, and turnout areas will be considered "off limits" without the supervision of staff or volunteer personnel.
10. Any unlawful activity, including but not limited to serving or providing alcoholic beverages to minors, will result in the immediate termination of the right to use the facility. District employees and volunteers have been instructed to call law enforcement to respond to any observed unlawful, illegal, or disruptive activity.
11. No modifications/changes will be made to any equipment or property of the District during the use of the facility.
12. Users agree to accept all responsibility for anyone they have subcontracted for work or services (i.e., caterers, cleaning services, bands, disc jockeys, etc.).

13. User assumes responsibility for all accessible areas of the building during use and will be charged for any damage caused to any area of the building during use. Activities must be conducted in a manner that avoids damages to the building and furnishings. If damage occurs, the user will be billed the actual costs of labor, materials, and or replacement.

14. Any tampering with the fire protection system may result in a \$1,000.00 fine and/or jail time in accordance with the Fire District's regulations and Laws of the State of Nevada. User will be responsible for actual costs of District staff time or other verifiable District expenses incurred in addressing and responding to any fire protection system problems associated with the user of the facility.

15. Decorations that require nails, eye-bolts, or staples may not be used. Tape should not be used on walls. A damage fee may be assessed to the user. Glitter and confetti are not allowed. Do not affix any type of decorations; all decorations must be self-supported and removed in their entirety when the event is over.

Repetitive or Regular Use

Groups or users may be allowed to use facilities on a regularly scheduled basis. Anyone using the facilities on a regularly scheduled basis is required to complete one application for every 12 months of use. At the discretion of the District and with reasonable notice to the user, the regularly scheduled use may be adjusted or modified if the needs of the District must be met (see Scheduling). Generally, such disruption would occur only when the District experiences an extraordinary need or has a special event that supersedes most normal activities.

Cleaning

1. The user is responsible for cleaning the areas used, including all rest room facilities. If the facility needs any cleaning after an event or use, it will be done by the District's contracted janitorial staff and the user will be charged accordingly.
2. The user is required to return the facility to the condition in which it was found.
3. If exterior spaces are used, the parking lot and all concrete surfaces shall be kept clean of cooking greases and spills. Precautions should be taken to protect both asphalt and concrete surfaces.
4. A list of cleaning instructions will be posted in each facility and is made a part of these rules and regulations as an attachment.
5. Cleaning rates (if applicable) will include a minimum charge of \$50.00 and a per hour charge of \$75.00.
6. Failure to clean the facility after use will preclude any future use of District facilities by the applicant/user.

Smith Valley Fire Protection District Facility Use Application

Please Print or Type

Part 1-Facility Information

Facility Being Requested: _____

Date(s) of Use(s): _____

Start Time: _____ End Time: _____

Part 2-User Information

Organization Name (if applicable): _____

Applicant/Responsible Party: _____

Address: _____
Street or P.O. Box

_____ City _____ State _____ Zip Code

Contact Phone Number: _____ Alternative Phone Number: _____

Email: _____

Insurance Carrier and Policy: _____

Part 3-Use Information

Type of Event: _____

Number of Attendees: _____ Attendee Age Range: _____

Will Food Be Served? Yes No

Will Alcohol Be Served? Yes No

Will Kitchen Facilities Be Used? Yes No

Part 4-Permits Required

Lyon County Liquor Permit: Yes No

Lyon County Outdoor Festival Permit: Yes No

State Health Permit: Yes No

Part 5-Proof of Insurance

Proof of Insurance Provided: Yes No

Part 6-Other Requirements

Part 7-Hold Harmless and Agreement

The user of this facility is the responsible individual and agrees to indemnify, defend and hold harmless the Smith Valley Fire Protection District, its Board of Directors, Officers, Employees, and Volunteers from all costs, expenses, and damages for liability arising out of the use of this facility of the use by persons invited to use the facility by the applicant.

The user also agrees to abide by ALL rules and regulations set forth in the Facility Use Agreement.

The Applicant is the responsible individual to be present during the entire use of the facility and will coordinate with the District's representative at the beginning and end of the event.

Applicant's Signature _____ **Date** _____

Printed Name _____

For District Use Only

Use Approved By _____ **Date** _____

Printed Name _____