

Facility Use Agreement

Serving our Communities with Compassion

NORTH COUNTY FIRE & EMS

8117 267th St NW Stanwood , WA 98292

360-629-2184 (Office)

northcountyfireems.com



North County Regional Fire Authority offers the use of its certain public meeting rooms to the community for non-commercial use:

As an extension of its mission to serve the community, the North County Regional Fire Authority welcomes the community's non-commercial use of its meeting rooms for educational, cultural, intellectual, recreational, civic, governmental, social, political, or charitable meetings, workshops, lectures, and other uses contributing to the welfare of the community. Use of the meeting room is limited to non-commercial organizations. (Events and activities of a private or personal nature are NOT allowed. Ex. private family gatherings, birthday parties, baby showers, etc.)

Community Room use is made available on an equitable basis:

Space is available for use by the public on equal terms, regardless of the beliefs, affiliations or viewpoints of the groups or individuals requesting their use.

North County Regional Fire Authority does not endorse the activities or viewpoints of those using its Community Rooms:

Publicity for meetings or programs being held in city meeting rooms will clearly state that North County Regional Fire Authority does not endorse the activities or viewpoints of the groups presenting the event. If North County Regional Fire Authority sponsors or co-sponsors a meeting or program this will be clearly stated in the publicity of the event.

North County Regional Fire Authority sponsored, or co-sponsored meetings or programs have priority on Community Room availability:

The remaining Community Room space is made available on a first-come, first-served basis.

The North County Regional Fire Authority requires completed registration before Community Room use:

Registration includes a signed agreement to be provided by North County Regional Fire Authority (NCRFA) that the group will abide by the rules and regulations contained within the agreement.

Use of Community Rooms:

NCRFA offers its community rooms for non-commercial use only.

Non-commercial use is defined as groups or individuals that receive no commercial benefit by using a Community Room. Meetings or programs must not require payment to enter, but passive solicitation of donations and fund-raising activities for non-profit groups are acceptable. Meetings or programs do not have to be open to the public.

Commercial use is defined as groups or individuals that receive a commercial benefit by using a Community Room. This may include active solicitation of donations, charging admission fees, offering money-making activities or promoting a commercial business.

The use of community meeting rooms may not be used to further the election or defeat of any candidate for public office or to support or oppose any ballot proposition.

Reservations

- You must be 18 years of age or older to reserve a room.
- Reservations are not valid until the Facility Use Request Form has been approved.
- Reservations will be on a first come, first served basis with a maximum of one-year advance reservations. No community room may be reserved by the same individual, group or entity who is a member of such group or entity more than twelve (12) times in any calendar year.
- You can reserve a room in the following ways:
 - By mail: Fire Station 99, 8117 267th St NW Stanwood, WA 98292
 - Online: northcountyfireems.com
 - Calling: 360-629-2184

Using the Community Rooms

- Meeting rooms are generally available for use Monday through Friday
- Users are responsible for room set-up and take-down. Rooms must be left in their original configuration.
- Food and beverages are allowed. Alcoholic beverages are strictly prohibited. Meeting room users must furnish their own dishes, utensils, paper products, kitchen equipment and remove them after the meeting. Trash should be properly disposed of in the receptacles provided, and the kitchen area left clean. Users are responsible for the care and condition of any equipment being used and must clean all equipment used.
- If NCRFA sponsors or cosponsors a meeting or program this will be clearly stated in the publicity of the event.
- No activity may be undertaken in the community meeting rooms that disrupts the normal operation or use of the facility, such as activities that involve disruptive levels of noise, odors, etc.
- NCRFA facilities are smoke and tobacco-free. No alcoholic beverages, tobacco, or drugs shall be allowed.
- Use of candles or any other type of open flame is not allowed.
- All community meeting room users must complete an NCRFA Facility Use Form Agreement and permission must be granted by the Fire Chief or designee.
- Users agree to be responsible for compliance with all federal, state and local laws, rules and regulations in regard to activities conducted, sponsored on or about the facility. Users understand NCRFA may not discriminate nor endorse discrimination in the use of its facilities. Users must agree not to discriminate against any person on the grounds of race, religion, creed, color, national origin, sexual orientation, marital status, disability, age or other basis governed by state or federal law in the conduct of its activities while on or about the facility.

- Individuals or groups who complete the NCRFA Facility Use Form agree to pay for damages to the facility and/or loss of city property within the facility resulting from the user's negligence.
- Organizations that engage in severe or repeated violations of meeting room policies, or civil laws shall be banned from further use of the community meeting room.

Insurance & Liability

Users planning high-risk activities, as determined solely by the Fire Chief, will be required to provide proof of general liability insurance and must acknowledge responsibility that they will hold NCRFA harmless from any claims by any person(s) arising from the use of the facility and anticipation in the host's planned activities.

When insurance is required, the applicant has **three options**:

1. Purchase insurance through One Beacon Entertainment, or a similar insurer, at <http://www.onebeaconentertainment.com>
2. Purchase private insurance.
3. In the case of contracting with a vendor, securing insurance through the vendor.

All groups who provide insurance shall provide NCRFA with a certificate of insurance, naming NCRFA, its officers, agents, employees, and elected officials as additional insureds with respect to the use of the NCRFA facility. The insurance limits and coverages shall be as required by NCRFA.

Revisions & Cancellations: Changes in reservation date must be made according to the Fire Authority Facility Use Agreement. Accommodations will be made when possible.