

1.00 PURPOSE:

The District maintains public meeting rooms at some of the facilities. This guideline provides clear criteria for the reasonable use of District facilities by the public. It is not intended to restrict the activities of District employees or officials engaged in the official duties.

1.01 SCOPE:

These standards shall apply to all District owned properties.

1.02 RESPONSIBILITY:

1. The responsibility for scheduling and enforcement of this policy shall rest with the Fire Chief or his/her designee.

1.03 FACILITIES:

1. Station 701 Community Hall – 301 South Elm Street, Sisters, Oregon
2. Station 701 Small Training Room – 301 South Elm Street, Sisters, Oregon
3. Station 704 Kitchen – 13033 Forest Road 1419, Camp Sherman, Oregon

1.04 GENERAL:

1. The primary use and function District facilities are to provide fire protection and emergency medical services to the community.
2. Scheduling of facilities will be on a first-come, first-serve basis.
3. Hours of use shall be outlined in the Facilities Use Rules and Agreement.
4. The District reserves the right to “bump” scheduled events in order to accommodate emergency District needs, as described in the Facilities Use Rules and Agreement.
5. The Facility Use Rules and Agreement will provide the responsible person with procedures for using each facility.
6. The maximum number of people permitted in any District facility will be restricted to the posted occupancy limit.
7. All functions conducted in District facilities shall be in accordance with county/city standards and not in violation of any county/city ordinances or regulations.
8. Smoking is prohibited on all District properties.
9. Alcoholic beverages and controlled substances are prohibited in and on all District properties. Exceptions are made for beer and wine only to specified classes as outlined in the Facilities Use Rules and Agreement at the discretion of the Fire Chief or his/her designee. Additional requirements to the alcohol exception are that a carded OLCC Server must be in control and on-site during events where alcohol is being served.

-
10. Firearms are prohibited in and on all District properties, with the exception of Public Safety Officers.
 11. The District reserves the right to cancel or curtail any event in a District facility.
 12. Groups will be charged for any damage to District facilities for the actual cost of repairs.
 13. Posting of political signs on all District property is prohibited.
 14. Building rates are adopted by Ordinance and are outlined in the Facility Use Agreement and Rules.
 15. Class III and IV users shall provide mandatory proof of liability insurance in accordance with requirements by the District's insurer.

1.05 ACCEPTABLE USERS:

1. Class I – District Activities
 - a. Board of Directors and appointed District committees
 - b. District Administration
 - c. District/Association-sponsored events.
2. Class II – Partner agencies or groups with broad community interest, located or operating within District boundaries.
 - a. Fire service organizations and associations
 - b. City, County, State and Federal agencies
 - c. School Districts and other Special Districts
 - d. Firewise Communities
3. Class III – Civic and service use located or operating within the District boundaries
 - a. Community organizations of a civic or service nature.
 - b. Church-sponsored activities
 - c. Neighborhood Associations
4. Class IV – Private Interest Groups not elsewhere classified
 - a. For profit groups/festivals
 - b. Any organization that charges a fee for attendance/tuition/registration.
 - c. Any group that is not a non-profit organization

1.06 PROCEDURES:

1. Reservations for use of District facilities will be made through the Administration Office at 301 South Elm Street in Sisters.
2. Use of District facilities requires a signed/approved Facility Use Rules and Agreement.

1.07 ACCESS:

1. Access for authorized users will be outlined in the Facilities Use Rules and Agreement.