

Albion Little River Fire Protection District
Community Use of District Facilities

The Albion Little River Fire Protection District Board of Directors recognizes the valuable contributions of other groups and individuals in the community and wishes to continue to make its facilities available to the community for purposes of meeting and fundraising. Community use of Station 810, behind Albion Grocery, and of the barbeque grounds behind Station 812 in Little River is well established.

For purposes of coordination and communication between facilities users and the District, and for District insurance and security requirements, the District has implemented a policy for use of its facilities by non-firefighter groups and individuals as follows:

1. The District will establish and maintain a District Master Calendar and List of Approved Users of District facilities.
2. All users (group and individual) of District facilities must be approved by majority vote of the board of directors and be listed on the District maintained list of approved users, including name of organization, name of responsible representative, address, and contact information.
 - a. All persons with authorized access to District facilities must be registered on the District maintained list of approved users.
 - i. Access authority remains under control of the District and must be surrendered upon completion of use or departure, or on demand by the chief or Board.
 - ii. Individuals granted access authorization must agree not to allow access to District facilities by unauthorized groups or individuals (including duplicating of keys for or sharing of access codes with unauthorized persons). Persons with access authorization found violating this agreement are subject to loss of access authorization.
3. Prior to approval by the board of directors applicants for use of District facilities must provide the District with certificates of general liability insurance for a minimum of \$1,000,000.00 as follows:
 - a. The District shall be named as additional insured including the following language: "The Albion Little River Fire Protection District, its officials, officers, employees, and volunteers are named in all liability policies described above as insured's as respects: A) activities performed by the District by or on behalf of the named insured; B) products or completed operations of the named insured; and C) premises owned, leased, or used by the named insured."
 - b. A "Certificate of Insurance" including the above language naming the District as additional insured shall be submitted to: Albion Little River Fire Protection District, P. O. Box 634, Albion, CA 95410.
4. All users of District facilities must register scheduled use on the Master Calendar, coordinated with the chief or chief's appointed officer.
5. The District will provide each approved user (group or individual) printed copies of District bylaws, policies, and contact information for reference.
6. Non-District owned equipment used or stored by groups or individuals at District facilities is not covered for damage or loss by District insurance, whether on or off District premises.

Special Notes:

1. Use of the barbeque grounds is governed by District policy and the terms of the District's lease with the County of Mendocino, owners of the property. Copies of the lease and the terms of use will be provided to applicants for use of the barbeque grounds.
2. The District Board is sensitive to the needs of disabled persons. However, there are no Americans with Disabilities Act (ADA) accessible facilities available at any District location. All current District facilities were built before accessibility requirements were in place and the District does not have the financial ability to retrofit existing buildings for compliance.

Albion Little River Fire Protection District
P. O. Box 634
Albion, CA 95410
Application for Use of District Facilities

Date: _____

Applicant (name of organization or individual): _____

Address: _____

Contact person: _____

Contact telephone: _____ **Email address:** _____

Proposed location: **Station 810;** **Barbeque Grounds** (applicant agrees to terms of property lease.)

Purpose of use of facilities: _____

Dates and times requested: _____

Frequency: **One time only;** **Daily;** **Weekly;** **Monthly;** **Quarterly;** **Annually;** **T.B.D.**

Names and contact information of all persons requesting facilities access authorization [keys, access code(s)]:

As a condition of access authorization each person granted access to District facilities must agree to not allow access to District facilities by unauthorized groups or individuals (including unauthorized duplication of keys or sharing of access codes). Violation of this agreement may result in loss of access authorization.

Name: _____

Telephone: _____ **Email address:** _____

Name: _____

Telephone: _____ **Email address:** _____

Name: _____

Telephone: _____ **Email address:** _____

Name: _____

Telephone: _____ **Email address:** _____

[Application approved; denied by majority vote of the board of directors at a regular; special meeting held on (date) _____.]