

ASSEMBLY HALL USE

Page Number: Effective Date: Reviewed with no changes: Supercedes Editions:
Page 1 of 1 01/01/2005 02/27/2007 01/01/1997

Purpose: *To promote reasonable and fair use of the Assembly Hall at station one.*

Procedure:

1. Definitions for the purpose of this policy:
Active: One who meets minimum fire department attendance standards.
Member: A trustee, firefighter, sergeant, officer or auxiliary member, who has successfully completed any applicable probationary period.
2. The assembly hall may be used by groups or persons, provided that the use is for a public purpose, and any member of the public is welcome to attend as a guest. The fire chief is the approving authority. Cleaning of the assembly hall following such use will be done by fire department personnel.
3. The assembly hall may be used by other groups whose mission is related to emergency incident response, or public safety. The fire chief is the approving authority. Cleaning of the assembly hall following such use will be responsibility of the group using the assembly hall. Cleaning must be done to the satisfaction of the fire chief.
4. An active member may use the assembly hall two (2) times and only two (2) times per calendar year for personal use. Use of the assembly hall pursuant to this section may not be for financial gain of the member, or for any purposes that may cause a negative reflection on the fire protection district. The fire chief is the approving authority.

Cleaning of the assembly hall following such use will be the responsibility of the member requesting use of the assembly hall. Such cleaning must be done to the satisfaction of the fire chief. If the assembly hall has not been properly cleaned in a reasonable time, the chief may direct career employees to perform the cleaning. The requesting member will be charged for the cost of cleaning, at the rate of \$50 per hour. Such charges will be deducted from the member's paycheck, or reimbursement account, whichever is applicable.

5. Use of the assembly hall shall be on a first come, first served basis, with the only preference being given to the Okolona Fire Protection District for its purposes.
6. Active members receiving approval for use of the assembly hall for personal use shall demonstrate to the fire chief's satisfaction, a plan for ensuring the following:
 - A. Proper conduct of guests
 - B. Parking control - preventing guests from parking in the fire district rear parking lot.
 - C. Security of fire department property, including, but not limited to all office, recreation facilities, and maintenance/apparatus bays.
 - D. Cleaning of the assembly hall to the satisfaction of the fire chief.
 - E. Any breakages, or damages to fire department property.

Standard Operating Procedures are meant only to be guidelines. Actual conditions may warrant alternative actions.