**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 standard.

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 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. An assembly room agreement shall be filled out by a representative head and maintained on file.

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. An assembly room agreement shall be filled out by a representative head and maintained on file. Cleaning must be done to the satisfaction of the on duty supervisor.

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. An assembly room agreement shall be filled out by the active member and maintained on file.

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 on duty supervisor. If the assembly hall has not been properly cleaned directly following the event, the on duty supervisor 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.

Cleaning of the facility shall include:

1. All tables and chairs shall be cleaned and placed into room housing tables and chairs.
2. All trash containers shall be emptied into provided dumpster in rear of fire house and provided trash bags replaced into trash containers.
3. All floors shall be swept and mopped with the provided materials located in the mop closet in the hallway.
4. All bathrooms shall be cleaned and restocked using the provided materials located in the mop closet in the hallway.

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, remain on site the entire duration of the planned use of the assembly hall and 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.

7. ***No Alcohol shall be permitted in the assembly hall.***

8. ***If the assembly hall use involves the kitchen facilities, the requesting member shall coordinate with the on duty supervisor prior the use of the facility a meal or meals arrangement with the duty crew. If the requesting member does not coordinate with the on duty supervisor the on duty crew shall have kitchen preference of the facility.***

***Okolona Fire District***

***Assembly Hall Use Agreement***

Date: \_\_\_\_\_\_\_\_\_\_\_\_

Person(s) or Name of Organization or Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Use Date: \_\_\_\_\_\_\_\_\_Set-up Date: \_\_\_\_\_\_\_\_\_ Use Date Time In: \_\_\_\_\_\_\_\_\_\_Use Date Time Out: \_\_\_\_\_\_\_\_\_\_

Type of event to be held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. All tables and chairs shall be cleaned and placed into room housing tables and chairs.
2. All trash containers shall be emptied into provided dumpster in rear of fire house and provided trash bags replaced into trash containers.
3. All floors shall be swept and mopped with the provided materials located in the mop closet in the hallway.
4. All bathrooms shall be cleaned and restocked using the provided materials located in the mop closet in the hallway.
5. Lights off
6. No Property damage
7. Heating/air conditioning thermostat set per instructions.

**Event Restrictions:**

• No illegal activities or drugs.

• No alcoholic beverages of any kind.

• No nailing or thumb tacking of decorations or signs to any wall, door or ceiling.

The member/group shall be responsible for all persons who attend the function and shall ensure that all persons act in an orderly, responsible and safe manner. The Okolona Fire District retains the right to terminate the event or expel any person or persons who are deemed to be unruly, unsafe, illegally or acting with dangerous behavior or who are in violation of any other clause of the agreement. The member/group shall also be responsible for any damage to the premises during the event, regardless of cause and shall promptly reimburse the Okolona Fire District in full for such damages.

In consideration of the agreement of the premises of The Okolona Fire District to the undersigned, the undersigned hereby releases The Okolona Fire District, its officers, board of trustees, members and employees from any and all suits, actions, compensation, consequential and punitive damages, any and all property damage, personal injuries, illnesses, death resulting from any occurrence or accident that may occur as a result of or arise out of the use of the assembly hall.

This agreement shall be governed by the laws of the state in which the premises are located. The parties agree that jurisdiction and venue shall lie exclusively in the appropriate trial court of the county/parish/town/ village in which the premises is located, or, if appropriate in the United States District Court for such county/parish/town/village.

The undersigned hereby agrees to indemnify, defend and hold harmless The Okolona Fire District from any claims brought by any person or entity arising out of or related to this agreement.

In the event that any court of competent jurisdiction enters a final order determining that any provision of this

Agreement is unenforceable; all other provisions of this agreement shall survive and continue in full force and effect.

Name of Member/Group (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Member/Group (sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Member/Group (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Lessee/Group (sign): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Okolona Fire District Representative (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_