

POUDRE FIRE AUTHORITY
Public Policy 2 – Use of Facilities

DATE REVISED: March 30, 2017

Applies to:

- All
- 40 Hour Personnel
- Shift
- Uniform
- Non-Uniform
- Volunteer

Office of Primary Responsibility: Support Division Chief

Scope: This policy provides guidelines for public and internal sponsored use of PFA facilities.

General

1. Poudre Fire Authority (PFA) provides public use of specific community meeting rooms and training buildings. Primary use of the facilities is for PFA and related organizations: members of the public may use PFA facilities when they are not being used for PFA or related meetings.
2. The approved facilities are open for use by non-profit (501c3) and neighborhood organizations. For-profit organizations are prohibited from using any PFA facility.
3. PFA reserves the right to cancel facility use by outside agencies or individuals due to operational needs.
4. The Fire Chief or a Division Chief may deny the use of PFA facilities.

Facilities Available for Use

5. Outside agencies or individuals may use specified facilities at the following times, subject to availability, access considerations and security requirements (exceptions may be approved by a Battalion Chief or above). Available times are from 9:00 a.m. – 9:00 p.m. daily unless specified below:

Community Rooms	# of chairs	Room setup	Occupancy	Parking
Station 4 1945 W. Drake Rd.	50	Classroom style Dry erase board	55	9 spaces No street parking
Station 8 4800 Signal Tree Drive	20	Classroom style Dry erase board	48	12
Station 10 2067 Vermont	36 (additional 8 in storage closet).	Classroom style Dry erase board	40	3-4 Street parking
Station 12 321 E. Country Club Rd.	30 chairs.	Classroom style Dry erase board	36	Limited parking 5-8 spaces Street parking
Station 14 2109 Westchase Road	26 chairs	Classroom style Dry erase board Flip chart stand	38	3 Street parking
Administration 102 Remington Street (Mountain and Remington) Avail. Hours: 18:00-22:00 (6:00 p.m. – 10:p.m.) M-F and weekends	24 chairs Additional In storage closet	Boardroom style Dry erase board	45	City Parking structure (free for 1 st hour) entrance on Mountain and Remington Street. Street parking along Remington. Oak Street parking lot.

6. Americans with Disabilities Act (ADA) accessible meeting rooms are at Stations 4, 8, 12, and 14 and the first-floor (main) conference room at 102 Remington St. A non-ADA accessible meeting room is at Station 10.

Conditions for and Restrictions of Use

PFA facilities will not be used for promotions, sales, or for other commercial activities.

7. PFA facilities may not be used to advocate social or political change by violence, or for any illegal, dangerous or destructive activities.
8. Possession, sale or consumption of alcoholic beverages or any illegal substances or drugs is not allowed in PFA facilities unless the activity is related to an approved law enforcement training activity.
9. The use of tobacco, smoking, and other controlled substances such as marijuana, are not allowed on PFA property or within 20 feet of any building opening.
10. PFA facilities and equipment may not be used to influence the passage or defeat of ballot issues or to promote candidates for political office. PFA employees should remove any election campaign materials they may discover posted on bulletin boards as well as any signs that might be placed on PFA property. In addition, any requests to place campaign materials in PFA facilities or on PFA property will be denied.
11. Portions of PFA facilities that are routinely used by the public, such as sidewalks at stations or lobby areas at the Headquarters building, may be places to which the public is entitled to free use for expressive activities, including, for example, political campaign activities. This means that the public may use such areas to distribute campaign materials or to carry placards urging support of, or opposition to, candidates or ballot measures. However, these locations should be used only in a manner consistent with applicable requirements for the specific use and location. In addition, PFA may restrict some public activities in order that they are conducted in a time, place and manner that do not interfere with PFA's intended use of the facility. Any questions regarding the application of this policy should be directed to a PFA Division Chief.
12. No more people are allowed in a given area than the rated occupant load as established by fire and building codes. All laws, rules, regulations and ordinances, and fire and building codes established by PFA and the appropriate city, county or town will be observed at all times.
13. PFA will not discriminate based on viewpoint or other legal grounds among groups seeking to use meeting or other spaces that have been determined to be available for use by the general public, except that PFA will give preference for the use of all PFA meeting rooms to PFA events and activities, and PFA-affiliated or PFA-sponsored groups.

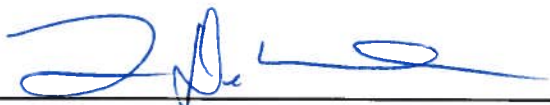
14. Availability of the requested facility will be determined based on PFA use taking first priority, and PFA-sponsored use taking priority over non-PFA sponsored use, but otherwise on a first-come, first-serve basis. PFA reserves the right to cancel facility reservations if it becomes necessary to use it for PFA business.
15. The individual or organization using the facility is financially responsible for any damage to PFA property by any person or persons attending the activities and also agrees to hold PFA harmless from all responsibility of damage, injury or loss of property of anyone attending the activities. This includes hanging posters, charts, etc. or any posting that leave holes or other permanent markings.
16. PFA does not assume any responsibility for lost or stolen articles, damage to property of the using individual or groups, or injury to people using the facility and the non-PFA user waives any claims against PFA in relation to any such damage or injury.
17. Individuals or groups using PFA facilities by arrangement under this policy will confine themselves to the specified area and other public facilities such as restrooms, break rooms or lobbies. Posters, brochures or other literature may be displayed only in the specified area and only for the duration of the event.
18. No admission fee or other charges for participation in a non-PFA event using PFA facilities is permitted.
19. No pets, animals, plants, hazardous materials or other items that could cause a danger are permitted in PFA facilities. Exceptions include service animals or public-safety animals.
20. People using a facility must provide their own audio-visual equipment and other visual aids.
21. Individual facilities may have additional requirements unique to its building.
22. Restrooms and refreshment (coffee) areas adjacent to the meeting room may be used; all other building areas are not for public use.
23. Facilities must be returned to the condition and arrangement in which they were found and secured before leaving.
24. Food is not allowed.

25. Groups are subject to a fee if PFA supervision is deemed necessary.

Scheduling Use of Facilities

26. Individuals or groups wanting to use a PFA facility must call PFA Administration (970-416-2892) to schedule. PFA Administration will use the Outlook calendar to schedule rooms.
27. The person responsible for using the facility must get an access card from the respective location requested.
28. Access cards are not to be kept by any member of the group using the facility; cards should be left in the community room after use. If the access card is removed from the facility it may be deactivated and the individual or organization may not be allowed use of the facility in the future.
29. An individual from the requesting organization must come to the requested location to:
- A. Obtain an access card.
 - B. Fill out a Reservation Form (updated annually).
 - C. Receive a copy of Public Policy 2 – Use of Facilities.
 - D. Receive a copy of the Facility Use and Cleaning Guidelines.
 - E. Read and sign a waiver of claims.
30. The individual agrees to be responsible for all actions, damages or problems that might occur. The individual must be present when the facility is used.
31. Facilities may not be reserved by an outside organization more than 30 days in advance.

ORIGINAL DATE ISSUED: August 17, 2001
LAST REVIEWED/REVISED: March 30, 2017
NEXT REVIEW DATE: 2020



Tom DeMint, Chief

Station Classroom Scheduling

This information provides guidelines for PFA personnel to assist them in scheduling use of station classrooms or other facilities.

1. Verify room is available from the PFA Outlook calendar.
2. Have RP read the PFA Facility Use and Scheduling form (information sheet). This form goes home with the RP.
3. Have RP complete Meeting Room Check Sheet and provide a copy of their Driver's License.
4. File Facility Use Waiver form.
5. Mark date on the PFA Outlook calendar.
6. Notify RP as to appropriate time to obtain key (24-48 hours prior to use). Inform the responsible party that operational needs may

require them to leave the station at a moments notice. If the responsible party comes to pick up the key card and the crew is gone, they may not return for some time. If it is regular working hours, Monday – Friday and between the hours of 8AM and 5PM, the responsible party may call 970-416-2892 to possibly make alternative arrangements for key card pick up.

Poudre Fire Authority Facility Use Waiver

This form must be completed and signed by the responsible party.

Today's date _____

Day, date and hours of use _____
(Maximum 30 day's advance scheduling)

Reason for use of meeting room _____

Name of organization _____

Business address _____

Phone number _____

Your name _____

Address _____

Home/Cell number _____

Driver's license number and expiration date _____

I have read Public Policy 2 – Use of Facilities and agree to follow all guidelines specified in the policy. In further agreement with the above policy, I release Poudre Fire Authority and its officers, employees, volunteers and agents from any and all liability for any and all claims and causes of action which I may have on account of any and all injuries and damages to myself or my group or my/our property, relating to my participation in or attendance at the event, whether caused by the negligence of PFA and agree to forever hold them harmless from any liability, claims, demands, actions or causes whatsoever arriving from my participation in the event. This agreement is binding upon me and my heirs, executors, administrators, personal representatives and their assigns.

Signature of group representative:

Poudre Fire Authority reserves the right to cancel use of this facility within 24 hours of scheduled use, if deemed necessary for PFA business.

Poudre Fire Authority Meeting Room Check Sheet

This form is to be read by and given to the person responsible for the group using the PFA facility.

- Facility Use waiver must be filled out prior to reservation of room.
- Facility may be scheduled a maximum of 30 days in advance.
- Responsible party must be present during use of facility.
- Hours of use at fire stations are between **9 a.m. and 9 p.m.**
Administration hours are between **5 p.m. and 9 p.m. Monday-Friday and 9 a.m. and 9 p.m. Saturday-Sunday**
- Restroom in foyer outside classroom is to be utilized. Other areas of building are not to be utilized for any reason.
- Provide a copy of their driver's license
- Do not serve or consume food in the classroom.