

## **ALBION LITTLE RIVER FIRE PROTECTION DISTRICT POLICY FOR USE OF DISTRICT FACILITIES BY NON FIREFIGHTER GROUPS OR INDIVIDUALS**

Policy for use of District facilities by groups or individuals other than firefighters and the District Board:

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.

Revised policy adopted by unanimous vote of the board of directors at the December 13, 2012 regular business meeting.