



## Facility and Meeting Room Usage

Lacey Fire District 3 (District) restricts the use of its facilities and meeting rooms to those activities which are consistent with law, public policy and the District interests. District facilities available for public use meet or exceed access provisions in compliance with Title III, PL 101-336, and Americans with Disabilities ACT (ADA).

For-profit groups, partisan political groups and/or religious groups are not permitted to use District facilities.

### Priority of Use

1. Use of District facilities for District activities shall have priority in scheduling. Pre-scheduled use on a first-come, first-served basis by a non-District entity will be honored except in emergent instances.
2. Community groups and/or non-profit groups, based within the District, which are organized to benefit the people who live and work within the District. (i.e. homeowner's associations, service clubs, scouts, etc.)
3. Other local, county, regional and state fire service and EMS activities.
4. City of Lacey or Thurston County.
5. Other local or county emergency services.
6. Other use as approved by the Fire Chief.

### Frequency of Use

1. Non-District groups may schedule once a month for the duration of the current calendar year.
2. Requests for upcoming calendar year will be accepted beginning **November 1** of the current year.

### Requirements

1. The **Facilities Use** form must be completed and approved prior to use.
2. Access keys must be picked up during regular business hours and returned with 24 hours. Persons or groups who do not abide by the key pickup and return policy may be restricted from further facility use.

## **Restricted activities**

1. Any activity which is illegal or would tend to bring disrepute on the District is expressly forbidden.
2. The presence and/or use of alcoholic beverages and controlled substances are forbidden.
3. The District has a zero tolerance policy for hostile, aggressive or threatening behaviors within District facilities.
4. The presence, use and/or storage of firearms, explosives and/or hazardous material within District facilities is forbidden unless approved by the facilities manager. Exception: legally commissioned law enforcement officers may carry weapons.

## **About the Facility**

1. All District facilities are smoke-free.
2. Meeting rooms provide occupancy for 15 to 40 people depending on which meeting room used, room configuration and available parking.
3. Meeting rooms are equipped with tables and chairs. Users are to provide own meeting materials, equipment and/or technology. *The District does not supply any type of materials nor have any equipment available for use.*
4. Meeting activities shall not place the personal safety of participants, District members or the District at unreasonable risk.
5. As District facilities are public facilities, the District will make every effort to permit general use of the facilities without cost.
  - The planned serving of food or beverages (other than bottled water) must be approved in advance.
  - Any person, group or entity using any facility is responsible for assuring that the condition of the area used is at least as clean after use as prior to use.
  - Any direct costs for clean-up or repair associated with the use by any group may be passed onto that user group.
6. The District reserves the right to charge a nominal fee for use by any group.