

**MCLANE/BLACK LAKE FIRE DEPARTMENT
FACILITY USE AGREEMENT**

The primary purpose of district owned facilities is to support the training and mission of the fire department. First priority will be given to Department sanctioned training events and meetings. The District strives to make facilities available for use by community members when such use does not conflict with the needs of the district.

The following facilities are available.

Available 5PM – 10PM

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| <ul style="list-style-type: none">• Station 91 – Headquarters Fire Station
125 Delphi Rd N.W.• Station 91 – Headquarters Fire Station
125 Delphi Rd N.W. | <p>Classroom #1
Max Occupancy 75</p> <p>Classroom #2
Max Occupancy 32</p> |
|---|---|

Available 9AM-10PM

- | | |
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| <ul style="list-style-type: none">• 94 –Cooper Point
6005 Cooper Point Rd. NW• Station 95 – Black Lake Station
5911 Black Lake Blvd SW• Station 95 – Black Lake Station
5911 Black Lake Blvd SW• Station 95 – Black Lake Station
5911 Black Lake Blvd SW | <p>Apparatus Bay
Max Occupancy 40</p> <p>Classroom #1
Max Occupancy 70</p> <p>Small Conference Rm.
Max Occupancy 15</p> <p>Classroom #1
Max Occupancy 70</p> |
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Station 94 Parking: Due to parking limitations, only six private vehicles shall be allowed at Station 94. Additional parking must be off premises.

Rental Fee:

A rental fee of \$20.00 / hr. shall be charged to all non-district groups and organizations.

Rental Fee Waiver:

Rental fees **MAY** be waived for community organizations in which at least two adult participants live within the boundaries of the fire district, verifiable by drivers license, and for emergency service providers and district sanctioned meetings and training events.

Damage: Any group using the facility shall be responsible for cleaning, breakage or damage incurred. The group shall be charged for any necessary cleaning or damage repairs.

Reservations: Rooms may be reserved no more than 60 days prior to event. Reservations are not secured until a completed application is approved and payment is received, no exceptions.

A responsible party wishing to use District facilities must agree to the following terms and conditions:

Facility Use Rules:

1. The premises shall not be used for any purpose that will violate any law or ordinance of any governing body.

2. The use of alcohol or any controlled substance is prohibited at any time on District property.
3. All District facilities and grounds are **tobacco free**. Smoking or the use of any tobacco product is prohibited on District property.
4. Finger foods such as donuts, fruit, muffins or cookies may be served in the meeting room.
5. No meals may be served in the meeting room. No Exceptions.
6. The renter is responsible for proper set-up of the room, including tables and chairs, and ensures chairs and tables are returned to their original configuration prior to departure. The responsible party agrees to clean the meeting room and dispose of waste as needed and ensures the restrooms are left in an acceptable condition. See checklist.
7. Nothing may be taped, tacked, stapled or nailed to the interior or exterior of the building or to furniture. Only District provided markers shall be used on White Boards.
8. The responsible party shall be in attendance during the duration of the scheduled event.
9. Meetings shall last no later than 10:00 p.m.
10. Meeting rooms shall not be used for commercial purposes or private parties.
11. Access is limited to the meeting room, restrooms and lobby only. (No access to kitchen area, computers, copiers, fax machine, etc.,)
12. There shall be no animals/pets allowed in the meeting room except for service animals.
13. Only the responsible party who has been directly trained by a Fire District representative may use meeting room audio/visual equipment and systems.
14. **Hold Harmless:** The undersigned agrees to assume responsibility for all incidents that occur or arise out of the use of the premises and to hold harmless Thurston County Fire District's 9 and 5, known as McLane Black Lake Fire Department, its employees, officers, agents and volunteers, from all costs, expenses, lessees and damages, including the cost of defense incurred as a result of any acts or omissions of the undersigned or guest of the undersigned during the use of the premises.
15. **Attorney Fees:** In the event it shall be necessary for the District to employ an attorney to enforce any provisions of this agreement, the responsible party agrees to pay all reasonable costs incurred by the District, including attorney fees.
16. **Cancellation:** The responsible party agrees to notify the district 24-hours prior to any cancellation. Upon notification rental fees will be refunded within 7 business days. Failure to notify the district 24-hours prior to a cancellation will result in forfeiture of rental fees and may result in the individual/group being denied future use of the facility.
17. The District retains the right to deny future usage to any group or organization that violates the terms of this agreement.
18. The Fire Chief or his designee retains the right to deny usage to any group or organization at his discretion. In such case, any prepaid rental fee will be refunded within 7 business days.

I have read, understand and agree to comply with the Policy and Procedures outlined in the Facility Use Agreement and to follow and complete the checklist as required. To be eligible for rental fee waiver, two, adult, group participants must sign below. Email confirmation will be sent to the primary contact.

