

CHAMPIONS EMERGENCY SERVICES DISTRICT

Operating Guidelines

A-08

Administrative

Facility Use

1.0 PURPOSE

- 1.1 CESD is committed to community involvement and allowing the use of the meeting/training room when reasonably appropriate for community meetings or other events approved by the Fire Chief. CESD is committed to the protection of its property in the event on-duty firefighters are not available to be present at the time of a scheduled community meeting or other event. The purpose of this guideline is to:
- A. Establish a Facilities Host position that will be present during such events to protect the assets of CESD, and to
 - B. Establish the rules and fee schedule for the use of CESD facilities

2.0 SCOPE

- 2.1 This guideline shall apply to all persons who are not Employees of CESD or family members of CESD Employees.

3.0 FACILITIES HOST

- 3.1 Off-duty staff or direct family members of staff over the age of 17 may function as a Facilities Host. Each Facilities Host must be pre-approved to function in such capacity by the Fire Chief. A Facilities Host roster shall be kept by the Office Manager and a call out rotation established.
- 3.2 A Facilities Host shall be assigned when available to be present immediately before, during, and immediately after any event that falls under this guideline.
- 3.3 The Facilities Host is responsible for ensuring to the best of their ability that the facilities are clean, neat, and orderly prior to the function, that CESD assets are not compromised, and that the group or persons using the facilities clean up the area that was used before departing.

4.0 COMPENSATION, FEES AND RESTRICTIONS

- 4.1 The Facilities Host shall be compensated directly by the group or persons utilizing the facility. Compensation shall be a flat rate of \$50 and should be paid in cash.
- 4.2 Use of the facility will generally be limited to community civic groups and Homeowner's Associations (HOA's) from inside the boundaries of CESD.
- A. If the HOA is managed by a management company and a representative from the management company attends the meeting, then the host fee will be waived.

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- B. If the HOA is not managed by a management company, then the District will appoint a Facilities Host and the host fee of \$50 will be due at the time of the meeting.
- 4.3 Use of the facility for groups located outside of the District will be prohibited. Exceptions include outside Fire/EMS organizations, fire service training groups, and membership groups to which CESD is a member, such as NW Emergency Services Leadership group, Houston Northwest Chamber of Commerce, etc.
- 4.4 Events will be limited to two (2) hours in duration without the approval of the Fire Chief.
- 4.5 Event attendees will be restricted from the business offices, kitchen, dormitories, day room, weight room, and laundry areas. Limited use of the kitchen may be arranged with the approval of the Fire Chief.
- 4.6 Events may not permanently alter any CESD facilities.
- 4.7 Events will be limited to those of a non-reoccurring nature. Events or meetings that occur on a regular basis shall only be permitted with approval of the Fire Chief.
- 4.8 Events will be concluded and all persons off-premises by 9:00 pm unless otherwise approved by the Fire Chief.
- 4.9 A representative of the group will be required to complete a CESD Facility Use Agreement form when reserving the facility, which will be accepted and filed by the CESD Office Manager.
- 4.10 Fire station tours are offered to District residents and groups at no charge. Interested parties should contact the CESD Office Manager for information.

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