

FACILITY USE POLICY & PROCEDURES

Central Mat-Su Fire Department

Facility Approval

All Borough property, including buildings, grounds, and equipment shall be under the general supervision and control of the Borough Manager, with operational responsibility delegated through the Borough Department of Emergency Services Director to the designated Facility Coordinator.

Facility use permits will not be granted for any activity which, in the Borough's judgment, may be in any way detrimental to the best interest of the facility or the Public Safety, Emergency Service delivery system. Facilities will not be available for any use that might result in undue damage or wear, or is not consistent with the use for which the facility was designed.

All inquiries regarding application for use of the Borough Public Safety facilities must be made to the designated Facility Coordinator. Non-emergency service persons or groups shall be entitled to the use of the public safety facilities when a Facility Use Request Permit for such use has been issued and signed by the designated Facility Coordinator.

Categories of Approved Uses Include the Following:

A. Public Safety Emergency Service Use

Public Safety emergency service use shall include all authorized activities related to the delivery of emergency services and meeting the needs of fire, EMS, rescue, and law enforcement personnel.

B. Non-Public Safety Emergency Service Use

Non-Public Safety emergency service use shall include activities which benefit residents of the Matanuska-Susitna Borough and are not emergency service programs, commercial or religious. All bona fide locally recognized non-emergency service, non-profit youth activities are included.

C. Commercial Use

Generally, commercial use of Public Safety facilities is not permitted; use may be permitted by authorization from the Borough Manager.

D. Outdoor Use

Outdoor use includes use of fields and public parking areas.

E. Determination of Category

The Public Safety Facility Coordinator will determine which category applies to a specific activity based on the description of the activity on the Facility Use Request Form.

Facility Use Requests (Non-Borough Agencies / Organizations)

Non-Emergency service use shall be approved on a space available basis and on a first come, first serve basis by the Facility Coordinator. Facility Use Requests are approved no more than three months in advance (*certain exceptions may apply*) and must be submitted to the Facility Coordinator at least two weeks (14 days) prior to desire facility use. Requests may be denied if they are not received within the two week (14 day) requirement.

Emergency Services shall have priority use of all facilities. In the event of an emergency, the Facility Coordinator has the authority to adjust, modify or cancel the scheduled facility use. The Borough Department of Emergency Services also retains the right to alter, cancel, or reschedule any facility use request when, after careful consideration, such action is deemed to be in the best interest of the Borough.

Procedures for Application / User Fee Policy

- A. Facility Use Requests must be filled out completely and signed by the authorized representative of the organization. (NOTE: Hold Harmless clause is also addressed within the Facility Use Request).
- B. The Facility Use Request will be reviewed for possible scheduling conflicts, approval or denial, and scheduling by the Facility Coordinator. The Facility User will be notified of approval or denial within a timely manner. Approved scheduled use will be posted on the appropriate calendar facility schedule.
 - a. The Facility Coordinator may revoke an approved Facility Use Request if violation of this policy occurs, or comes to the attention of the Facility Coordinator, after the use request is approved.
- C. There is a 50% deposit required upon initial submittal of Facility Use Request (*See Facility Use Fee Schedule*) and remainder paid the first day of scheduled event. Fees charged shall be paid by the following method: a) cash; b) check; (*Made payable to the Matanuska-Susitna Borough and coded with the following account code (250-000-000-342-400).*)

NOTE: Total quantity of photo copies (\$0.10/ea), faxes sent or received (\$0.15/ea) will be calculated at end of facility use (if applicable) and will be invoiced accordingly. Fees will be separately calculated from Building and Equipment Rental Fees and will be coded to the following account code: (250-000-000-341-900).

NOTE: There is a required \$20 key deposit that must be received at the time key is issued. Key must be returned the following business day at which time total amount of key deposit will be refunded or credit deduction applied to invoice.

- D. The facility user shall be advised of and obtain a copy of the Training Room/Facility Use Rules upon confirmation and approval of Facility Use Request.
 - a. The Department of Emergency Services will coordinate the billings and collection for the facility use.

Additional Fees:

Additional fees may be applicable for the following reasons:

- a. Any damage(s) to the facility or equipment (other than normal wear and tear) resulting from the activities of the facility user, including above normal utility usage (utility usage pertains primarily to Station 62 training tower). The facility user shall accept the Borough's Department of Emergency Services estimate of amount required to repair damages.
- a. Excessive cleaning fee of \$35.00 may result if above standard cleaning is required. The Facility Coordinator and Chief will determine if additional fees are necessary.
- c. A \$30.00 set up fee will be charged for extra work requested of emergency service personnel, for moving equipment and/or setting up tables and chairs.

NOTE: Failure to submit payment within 30 days will result in loss of facility use privileges until full restitution has been made. Any discrepancies in billings or application of these regulations will be resolved through the Director, Department of Emergency Services.

- d. Waiver of these fees may be granted by the Borough Manager.
- E. Non-Profit fees shall apply for those organizations that qualify as a "non-profit organization" and must provide current non-profit certificate documentation. NOTE: Same method of payment is required as mentioned in above item "C".
 - a. Any other permits or certificates required from specific organizations or agencies must be obtained by and are the responsibility of the user group (requestor). Failure to obtain any requested permits or certificates may be cause for immediate cancellation. The Borough Department of Emergency Services must be presented a copy requested documents prior to approval of facility use request.
- F. Liability Insurance Fees. (*See Insurance Requirements for specifics*)
 - a. If Facility User can not provide proof of current General Liability Insurance, than they must participate in Tenant User Liability Insurance Program (TULIP). (*See applicable Hazard Schedule Fees and Application*).

Tulip Program Application Procedures

- Completely fill out TULIP Program Application prior to event taking place
NOTE: Submit TULIP Application at time initial Facility Use Request is submitted with 50% deposit check. (See above Item “C” under Procedures for Application / User Fee Policy).
- Determine Hazard Schedule Fee (I = N/C, II = \$20/per day, III = \$30/per day).
- Submit TULIP Program Application with separate check from Facility Use Fees to Central Mat-Su F.D., (Payable to: Mat-Su Borough & Reference Revenue Acct #: 100-000-000-341-900 on check).

Cancellation / Schedule Changes

Facility Coordinator must be notified at least 72 hours prior to any changes to scheduled events relating to date changes or cancellations. If required notification is not received and/or if any costs are incurred by the Department of Emergency Services, 50% deposit will be non-refundable.

Insurance Requirements

A. Indemnification

In accepting the approved Facility Use Request, the user, herein identified as the Lessee shall sign an indemnification clause for the Borough. The Lessee shall indemnify, defend, and hold and save the Matanuska-Susitna Borough, its officer's agents and employees harmless from liability of any nature, kind, or character, including costs, expenses, and attorney's fees. The Lessee shall be responsible under this clause for any and all legal actions or claims of any character resulting from injuries, death, economic loss, damages, violation of statutes, ordinances, constitutions, or other laws, rules, or regulations, contractual claims, or any other kind of loss, tangible or intangible, sustained by any person, or property arising from Lessee's or Lessee's officers, agents, employees, partners, attorneys, suppliers, and subcontractors' performance of failure to perform this agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the borough or its agents which are said to have contributed to the losses, failure, violations, or damage. However, the Lessee shall not be responsible for any damages or claims arising from the negligence or willful misconduct of the borough, its agents, or employees.

B. General Liability

The facility user must provide the Facility Coordinator proof of insurance with the submittal of the Facility Use Request Form for the following classifications.

The minimum coverage this is required is as follows:

General Aggregate	\$1,000,000
Products Aggregate	\$1,000,000
Pre Occurrence	\$1,000,000
Personnel Injury	\$1,000,000
Fire Legal	\$ 500,000
Medical	\$ 5,000

C. Worker's Compensation and Employers' Liability

If the facility user has employees, proof of Worker's Compensation and Employer's Liability insurance must be provided with the Facility Use Request Form.

D. Tenant User Liability Insurance Program (TULIP)

Tenant User Liability Insurance Program (TULIP) established by the Borough is available to the facility user in order to meet the insurance requirements. Groups or agencies that do not have insurance must participate in the TULIP as part of the requirement to use the facilities.

Tenant User Liability Insurance Program (TULIP) will allow non-borough or other government agencies to use the facilities subject to availability. The insurance policy protects the borough from risks associated with outside users. It is mandatory for all users to have liability coverage to use borough facilities.

For state and federal agencies, they need only provide a copy of insurance certificate at the time the facility use request form is submitted. Private groups who have their own insurance can provide a certificate.