



13.0 Purpose: Establish Policies and Procedures for Use of Department Meeting Facilities.

13.01 Scope: All Personnel.

13.02 **GENERAL**

The Clovis Fire Department maintains a number of meeting facilities that from time to time are made available to outside groups and agencies. This policy outlines the terms of use and scheduling.

13.03 **TERMS OF USE**

All outside groups or agency must meet the following terms of use:

- All requests should be submitted to the Chief Officer in charge of coordinating the use of department facilities however any Chief Officer can approve a request if necessary.
- The use of these facilities are primarily for department use therefore outside requests will not be approved until (30) days prior the requested dates.
- The outside group or agency should be a “not for profit” organization with a mission complimentary to that of public safety or the City of Clovis.
- Approvals may be rescinded in cases of emergency. (i.e. activation of the EOC due to an emergency incident)
- Limited use of the existing Audio-Visual equipment may be available on a case by case basis.

13.04 **CALENDAR RESERVATIONS:**

All requests must be entered on the appropriate calendars. All requests should include the description of the event, the person responsible for the event, their contact number and the approving Chief Officer.

Entries should be made on both the master CFD Calendar and the appropriate room reservation calendars.