1.0 Purpose: Establish guidelines for Fire Station events/activities usage.

1.01 Scope: All Fire Department Personnel

1.02 **GENERAL**

The Clovis Fire Department recognizes the need to provide an expected level of service to our customer. At times, there are requests for activities or events that go beyond the scope of our daily business or a public education event.

1.03 **POLICY**

Any Company Officer or Acting Company Officer has the authority to approve any type of a public education event at their respective stations. This activity can be a planned event or a walk-in. A public education event can be and not limited to: school organized activities, groups or clubs, family, and the walk-in public. After the tour or the educational event, the Company Officer or Acting Company Officer shall fill out the hard copy or electronic Public Education Form and submit it to the Community Service Officer in charge of Public Education. This gives staff accurate data for report and budgeting purposes. When requests are received to use our fire stations facilities, this policy will govern the authorization and the approval process. For the purpose of this policy, “fire station facilities” shall be defined as all four of our current city owned fire station buildings.

1.04 **AUTHORIZATION**

Upon approval of the Fire Chief or his/her designee, Clovis Fire Department fire stations may be used when the request meets one or more of the following conditions:

- The requesting party is a non- profit agency, and the agency has presented a significant need that is directly related to public safety. The usage of the “facility” cannot exceed four (4) hours.

- The requesting party is the Clovis Firefighters Association, and the facility will only be used for public education, demonstrations, or meals.

1.05 **REQUESTS**

All requests to use a Clovis Fire Department facility must be in writing and submitted to the Fire Chief. The following information should be indicated:

1. Origin of the request; i.e., City/Fire Department business or Association business.
2. Date, time, place, specific use requested, and staffing required must be indicated.
3. If the Clovis Firefighters Association makes a request to use a fire station for an event or activity, a formal written letter must be received by the Fire Chief from the Clovis Firefighters Association Executive Board 45 days before the event. Upon receipt of the written request, the Fire Chief or his/her designee will process the request for approval.

1.06 **APPROVAL PROCESS**

The Fire Chief or his/her designee shall review each request and determine the following:

1. Is the request Fire Department business, Firefighters Association business, or other agency critical need.
2. Fair Labor Standards Act and applicable Memorandum of Understanding are used to determine employee compensation requirements. Normally, the use of the facility is on a voluntary basis and will not constitute compensation.
3. When the activity is determined to be volunteer, and a function of the Clovis Firefighters Association, a one million dollar Certificate of Insurance covering liability shall be provided prior to the event. Property loss and property damage coverage during the facility usage will be covered under the City's insurance policy.
4. The Fire Chief or his/her designee is responsible to notify the requesting party of the approval/denial, or the need for additional information. Every effort will be made to complete the approval process within seven working days. Unusual requests may require a longer approval time period.
5. Any special or unusual request must be reviewed by the Fire Department Command Team and approved by the Fire Chief.

1.07 **ACTIVITIES AND SAFETY**

1. A Fire Department employee will accompany the organization on all activities.
2. The facility will not be used to support campaigns of political candidates.
3. The facility will not be used to display political banners or private organization signage.
4. The facility will not be used to advertise or market private business activities; i.e., any special gift, presentation, and/or donation.

1.08 **APPEARANCE**

Fire Department personnel acting in an official capacity shall normally wear a Clovis Fire Department dress uniform or the department's work uniform unless otherwise approved by the Fire Chief.

The facility shall be kept clean and maintained at all times.

1.09 **FACILITY USE FEE**

The facility rental rate will be listed on the cost recovery fee schedule maintained by the Fire Administration Division. The assessment of fees will be subject to review by the Command Team and approved by the Fire Chief. Reduced and/or waiver of the fee rate will be considered on a case-by-case basis.