



SUNRISE BEACH FIRE PROTECTION DISTRICT

30 Porter Mill Spring Rd, Sunrise Beach, MO. 65079

FACILITY USE AGREEMENT

The Sunrise Beach Fire Protection District (SBFPD) and _____
(hereafter Renter) agree to the following terms for use of _____

Date Requested for Use: _____ Start Time: _____

Purpose: _____

Contact Name: _____ Contact Phone: _____

Contact Address: _____

Contact Email: _____

The Renter will be permitted only to use the areas approved during specified times not to exceed three (3) hours in event length. The Renter further agrees to the following:

- 1) A \$100.00 deposit refundable upon a passing inspection
- 2) The Renter agrees to forfeit the \$100.00 deposit and agrees to cover any additional cleaning or repair expenses which may be incurred after the event
- 3) The Renter affirms this event is not a private party and that they or their organization is a Camden County or Morgan County based organization as described in Policy 1023—Facility Use.
- 4) The Renter understands that emergency responses take priority over this event and that the event may be delayed, interrupted or cancelled due to District business and responses.
- 5) The Renter agrees to not expand their event into other areas of the building without consent of the Fire Chief prior to the event.
- 6) Event attendees will not block parking areas or park in a manner that interferes with District Apparatus, training facilities or apparatus bays.
- 7) The Renter understands that the District does may provide audio / visual equipment, but does not guarantee compatibility with any hardware/software.
- 8) No alcoholic beverages are permitted on District property
- 9) Children shall be supervised at all times.
- 10) The Renter understands that District appliances (stoves, refrigerators, ice makers, etc) are not available for event use

Renter Signature / Date

District Representative Signature / Date

Sunrise Beach Fire Protection District

Policy Directive	1023
Facility Use Policy	
Adopted by the Board:	15 November 2021
Effective:	01 January 2021

Objective:

This policy has been developed to address the use of meeting space in the Sunrise Beach Fire Protection District Headquarters building.

POLICY

- A. The meeting space for the Headquarters Building is available for use by Camden County and Morgan County civic organizations, homeowner’s associations, and emergency services.
- B. District facilities may not be used for private parties.
- C. Use of District facilities for profit ventures such as motivational speakers, etc. are not permitted.
- D. Use of facilities for District business will be given priority over other uses.
- E. Use of facilities for emergency purposes (e.g., Command center, personnel staging, or protective shelter of victims) takes precedence over all other uses regardless of any prior reservations
- F. Meeting room use is limited to the large classroom only. Those using the room may not expand into any other room in the facility without prior approval or arrangements being made with the office at time of reservation.
- G. To reserve a meeting space, reservations must be made five (5) days in advance by completing and returning a meeting room reservation agreement
- H. Monthly use may be permitted and must be approved by the Fire Chief

- I. The use of the meeting space is limited to three hours per event between the hours of 9:00 am and 9:00 pm unless otherwise approved by the Fire Chief or designee.
- J. Groups or individuals may reserve the room up to two times per month. Any additional requests for the meeting room by the same group will be considered on a case-by-case basis and is subject to availability.
- K. Visitors using the rooms may use the parking areas and may not park in a manner that blocks Fire District Apparatus, training facilities, or apparatus bays. All parking availability is subject to change based on District need and training schedules
- L. Chairs and tables are available for use but is the responsibility of the reserving party to set up and break down the room according to need. The room shall be put back in the order it was found.
- M. Audio visual equipment can be made available at the user's request. The District does not guarantee functionality or compatibility with user interfaces
- N. Those using the facilities must clean up after use.
 - a. Trash cans are provided.
 - b. Trash containing food or drink must be removed by the party and placed in the dumpster located in the parking lot.
- O. Smoking is not permitted in the Headquarters Building.
- P. Alcoholic beverages are not permitted on District property.
- Q. Pets are prohibited with exception of certified service animals.
- R. Children must be supervised on District property at all times.
- S. Groups or individuals are prohibited from entering other areas of the District facilities without a Fire District escort. This includes kitchens, engine bays, offices, the Board room, or hallways.
 - a. Bathroom facilities are available for use.
- T. Appliances such as stoves, refrigerators and ice makers are not available for public use
- U. Facility use may be denied or preempted without prior notice by District personnel

- V. Failure to comply with the terms set forth in this policy may result in denial of future requests for meeting room use
- W. If any problems or damage arise while using the meeting room, it is the responsibility of the party to notify the on-duty officer
- X. A \$100.00 deposit and a signed facility use agreement is required prior to facility use and will be returned if no damage is noted in the use areas.

BY ORDER OF THE BOARD OF DIRECTORS

Voting Aye

Denise Dill - President

Laurie Preator - Secretary

Rick Butler – Treasurer

Bob Hemen - Director

John Suellentrop - Director