



## Facility Use Agreement

4142 Britton Loop Rd Bellingham WA 98226  
 Phone: 360 318-9933, Fax: 360 734-7139  
 Office Hours: 8:00 am – 4:30 pm, Monday through Friday

Date \_\_\_\_\_  
 Staff Initials \_\_\_\_\_

### USE/ACTIVITY INFORMATION

(To complete this form via computer, please TAB from entry to entry.)

Name of Facility/Facilities: \_\_\_\_\_

Area/Location/Room: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested (include setup, breakdown): From: \_\_\_\_\_ **AM** To: \_\_\_\_\_ **PM** Total Hours Requested \_\_\_\_\_

Use open to the Public:  No  Yes Number of People Expected: \_\_\_\_\_

Describe Activity: \_\_\_\_\_

### USER INFORMATION

Applicant/Organization: \_\_\_\_\_

Contact Person/Persons in Charge: \_\_\_\_\_

Phone (W): \_\_\_\_\_ Phone (H): \_\_\_\_\_ Phone ©: \_\_\_\_\_ FAX: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### USER SIGNATURE

I am a duly authorized agent of the applicant. I understand that it is my responsibility to read the North Whatcom Fire and Rescue Use Policies and Procedures. As part consideration for the permission to use the above-described North Whatcom Fire and Rescue facility, the applicant and I agree to comply with all Fire District Policies and Procedures as set by North Whatcom Fire and Rescue. Further, the applicant and I do hereby agree to release, indemnify and forever hold harmless North Whatcom Fire and Rescue, its commissioners, directors, officers, employees, and representatives from all liability, claims, losses, damages, or expenses (including expense of litigation) resulting from any actual or alleged injury to or death of any person or from any actual or alleged loss or damage to any property caused by or in any respect resulting from the applicants admittance or activities at the facilities described above. The applicant and I do hereby agree to limit said activities to the specified and applicable North Whatcom Fire and Rescue facilities and will return the premises in a neat, clean and undamaged condition and further agree to reimburse North Whatcom Fire and Rescue for any damage arising from the applicant's use of said facilities. The applicant and I agree to abide by all lawful rules, codes, laws and regulations in connection with its use of the said premises. The applicant and I agree that during the use of the North Whatcom Fire and Rescue facility describe above, we will not exclude anyone in the participation in, deny anyone the benefit of or otherwise subject anyone to discrimination because of the person's race, color, national origin, sex, religion, age or handicap. I have read and understand the forgoing. I have read and agree to comply with the rules listed on the reverse side of my copy of this application.

User's Signature: \_\_\_\_\_  (Signed Online) Date: \_\_\_\_\_

### North Whatcom Fire and Rescue Use Only

Private Use  Community Use  Government Use  High Impact Use  Internet Required

User Fee: \_\_\_\_\_ Note: \_\_\_\_\_

Damage Deposit: \_\_\_\_\_

Paid Setup/Teardown:  Yes  No Payment: \_\_\_\_\_

Additional Hours: \_\_\_\_\_ Received: \_\_\_\_\_ Receipt #: \_\_\_\_\_

## North Whatcom Fire and Rescue Facility Rules

1. North Whatcom Fire and Rescue facilities are available for interim use whenever possible and without conflict with Fire District operations. The Fire District retains the right to cancel any scheduled use in the event of an emergency or any other Fire District requirement.
2. The person applying must be of legal age to be responsible for payment of fees, deposits, losses caused by damage, theft and for obtaining any additional required local, state or federal permits.
3. Fire District facilities can be reserved up to 3 months in advance of the date of the intended use. Applications must be made at a minimum of at least 3 days in advance. Applications made within 3 days of use will be considered on a case-by-case basis. Applications shall be reviewed and can either be accepted, limited or denied.
4. All scheduling must be confirmed by Fire District staff. Payments of the required use fee and security deposit must be made at the time of application. The charge for facility use is: a minimum of up to 4 hrs. is \$50.00 any time over 4 hrs. is \$100.00 or \$15.00 per hour Payments may be made in cash, check or money order. Acceptance of credit cards is not available in any location. **MAKE CHECKS PAYABLE TO North Whatcom Fire & Rescue.** No reservations are confirmed until after the application is signed, payment of security deposit made and review of application and scheduling have been completed by Fire District staff.
5. **TO RECEIVE A FULL REFUND**, applicants shall notify the Fire District of any cancellation not less than 10 business days in advance of the reserved date. Fifty percent of the use fee will be refunded if cancellation is not less than 3 business days in advance of the reserved date. Applicants shall not be charged for the first request to reschedule. However, multiple schedule changes will be charged a rescheduling fee of \$25.00 per time or date change.
6. All activities shall be conducted in a civil manner consistent with community standards and North Whatcom Fire and Rescue policies. Individuals or groups being disruptive or causing damage will be asked to leave and or denied subsequent use of facilities. Applicants providing false or misleading information as to the type of use/activity will also be denied subsequent use of the facilities.
7. Applicants are responsible for providing or making arrangements for any special needs or equipment for their activity. Any activity requiring site preparation or setup of equipment or furniture requires prior permission from the Fire District. Signs advertising or promoting the event are not permitted without prior permission from the Fire District.
8. Applicants shall be responsible for the security of all personal items of persons affiliated with renting any facility. The Fire District is also not responsible for the security of applicant's attendees. The Fire District may, however, require applicants to obtain security acceptable to the Fire Department depending on the type of activity or use. Costs incurred to acquire security shall be the responsibility of the applicant.
9. Fire District meeting rooms are to be used for meetings only. The rooms are not to be used for parties such as wedding receptions, banquets, or other functions where food items are being served without approval.
10. Use of the Fire District facilities is conditioned upon the return of the premises to a neat, clean and undamaged condition. To avoid additional cleanup charges, which may be deducted from the minimum refundable damage deposit, **CLEANUP MUST BE COMPLETED WITHIN THE USE PERIOD. CLEANUP MAY NOT BE CARRIED OVER TO ANOTHER DAY OR RENTAL PERIOD. CLEANUP MUST BE COMPLETE AT THE END OF THE USE PERIOD.** If the damage or cleanup exceeds the amount of the minimum refundable damage deposit, the user will be required to pay the excess within 15 days of receiving an invoice.

**Properly dispose of all trash, debris and litter.**

**Be sure to remove all decorations. (no tacks, nails, staples or tape are to be used on walls)**

**Check: Walls, stairwells, handrails, carpets and floor: cleaned, swept and vacuumed. Clean up any spills.**

**Return furnishings to pre-activity placement.**

The above rules are explained in detail in the "Policies and Procedures of North Whatcom Fire and Rescue". It is the responsibility of applicants to read the Facilities Use Policies and Procedures. In addition, it is the applicant's responsibility to ensure that their guests obey the rules and regulations pertinent to the Facility Use Agreement and that, they conduct themselves in a civil manner consistent with community standards and Policies and Procedures of North Whatcom Fire and Rescue.