

# Felton Fire Protection District

131 Kirby Street  
Felton, CA 95018

## Use of the Fire Station Agreement

\*Date(s) Requested: \_\_\_\_\_

\*Group Name and Contact Information (Name, Phone number, email):

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\*Purpose of use: \_\_\_\_\_

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1. Felton Fire Protection District allows community groups and individuals to use the fire station meeting room for their community meetings and events. The meeting must be free of charge and not for personal gain or hire.
2. Felton Fire Protection District reserves the right to use the fire station for fire district related purposes and activities. The date requested may not be available due to fire district activities. A group may be asked to vacate the fire station immediately in the event the fire station is needed for emergency purposes and activities.
3. **Alcohol is prohibited.** No community group may serve or sell alcohol on the fire district premises.
4. **No smoking.** Smoking is prohibited inside the fire station and is also prohibited within 25 feet of any facility opening (door or window).
5. **Kitchen:** With permission granted by the Fire Chief, the fire station kitchen may be used to prepare a meal or be used to keep food warm prior to serving. The fire station kitchen must be cleaned after this use.

6. **Trash**: For a small amount of trash, the station trash cans may be used. If the group meeting produces a large amount of trash (more than one full trash can), the group must pack their own trash. The fire station does not have a dumpster type trash receptacle to accommodate large amounts of trash.
7. **Cleanliness**: The fire station must be left in a clean and orderly manner at the conclusion of use. The fire district reserves the right to charge the group a cleaning fee in the event that fire district staff or a professional cleaning company is needed to clean the station after usage. The charge shall include, but is not limited to: invoice costs from a cleaning company, staff time, cleaning products.
8. **Damage**: The fire district may charge a group for the repair and/or replacement of damage to the fire station or fire district equipment as a result of the group's negligence. Damage due to normal wear and tear is understood and is not subject to a charge.
9. **Supervision**: Groups using the fire station must provide adult supervision for children. No children may be without adult supervision within the fire station or on the fire station premises. The fire engines and apparatus rooms are off limits.
10. **ADA**: The group understands that the Felton fire station was built in 1954 and meets all codes for a fire station built at that time. The fire station is not a new building built to modern codes and standards according to the American Disabilities Act. However, the meeting room is accessible to disabled persons and there is a handicap marked parking space adjacent to the door a disabled person would use to enter and exit the fire station.
11. **Approval/Denial**: The application will be submitted to the Fire Chief for approval or denial. The application must be received at least two weeks prior to the date the station meeting room is to be used.

A signature below represents that the group requesting the use of the Felton fire station meeting room is in agreement and understands the eleven (11) points above.

**Signatures**

Applicant

Staff

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Approval \_\_\_\_\_

Denial \_\_\_\_\_

Adopted by Board of Directors, June 1, 2009