

Gabriola Volunteer Fire Department (GVFD) Facilities Use Policy

Date Approved: September 06, 2023

Policy# 23-07

1. Purpose:

The purpose of this policy is to establish guidelines for the use of GVFD facilities by outside entities while ensuring that the fire department's primary mission and operational readiness are not compromised. (As per Section 3 of The Letters Patent).

2. Eligibility:

Outside entities, including community organizations, non-profits, and governmental agencies, may apply for the use of fire department facilities for non-emergency purposes.

3. Application Process:

Interested entities must submit a formal application to GVFD administrative office. The application should include a completed GVFD Facilities Use Form.

4. Approval Criteria:

- Alignment with Mission: The proposed use must align with, or be complimentary to, the mission and objects of the GVFD and GFPIID as per Section 3 of The Letters Patent, and such use should not conflict with emergency response readiness or training activities.
- Non-Interference: Facility use should not impede the fire department's day-to-day operations or hinder access to emergency response equipment and apparatus.
- Liability Responsibility: The applicant shall assume all liability for any injury to persons, damage to property, or other incidents arising from their use of the leased land.

5. Priority of Use:

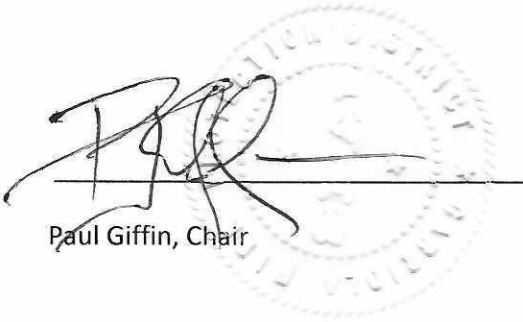
Any use of Fire Department facilities by outside entities, must be using the space for activities that contribute to the welfare and safety of the community.

6. Agreement and Liability:

- Written Agreement: A formal written agreement will be established between the fire department and the outside entity, outlining the terms of facility use, responsibilities, and any associated fees.
- Liability Responsibility: The outside entity shall assume all liability for any injuries, damages, or losses that may occur during the facility use. The entity must indemnify and hold the fire department harmless from any claims arising from the activity.

- The outside entity agrees that upon the conclusion of the approved event/activity, it shall promptly and diligently restore the space to the same condition it was in prior to use.
- The outside entity agrees to remove all garbage created during the event/activity.
- Facility Access: The outside entity will have access only to the designated portion of the building(s) intended for their use, as well as the washroom facilities. The remaining areas of the facility will be restricted and unavailable to them.

I Hereby Certify that the foregoing is a true copy of Policy No. 23-07 as adopted by the District and sealed with the district seal on September 06, 2023.



Paul Giffin, Chair

HISTORY:

Approved	Sept 06, 2023
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Gabriola Fire Department Facilities Use Application Form

Contact Information:

- Name of Organization/Entity: _____
- Contact Person: _____
- Title/Position: _____
- Phone Number: _____
- Email Address: _____

Event/Activity Details:

- Purpose of Event/Activity: _____
- Date(s) Requested for Facility Use: _____
- Start Time: _____
- End Time: _____
- Expected Number of Participants: _____
- Description of Event/Activity:

Requested Facilities:

- Specific Room/Area(s) Requested: _____

Acknowledgment: By submitting this application, the outside entity acknowledges that:

- The fire department's primary mission and operational readiness will take precedence over facility use requests.
- The fire department reserves the right to deny any application at its discretion.
- The outside entity assumes full responsibility for any injury, damage, or loss that may occur during the facility use and agrees to indemnify and hold the fire department harmless from any claims arising from the activity.
- Reviewed Fire Safety Plan and provide safety plan.

Signature: _____ **Date:** _____

Signature of applicant

Date of signing