



# HIGHLANDS FIRE DISTRICT

Administrative Offices  
3350 Old Munds Highway, Flagstaff AZ 86005  
Office:(928) 525-1717 • Station 23:(928) 525-1663 • Station 25:(928) 226-0770

## Facility Use Agreement

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_; I, \_\_\_\_\_  
*day month year print name (USER)*

representing \_\_\_\_\_ enter into this agreement with Highlands Fire District (DISTRICT).  
*organization or agency, if applicable*

### 1) CONTACT INFORMATION

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

### 2) FACILITY - The DISTRICT hereby permits the use of the following facilities and/or equipment:

- Hirsch Center (Training/Community Room) at Fire Station 23, 3350 Old Munds Hwy, Flagstaff, AZ 86005
- Tables/Chairs (set-up is the responsibility of the USER)
- Kitchen
- Audio/Video Equipment
- Other \_\_\_\_\_

### 3) TERM - This agreement shall be for the use of DISTRICT facilities identified above for the following period:

Date/s of use: \_\_\_\_\_

Hours of use: \_\_\_\_\_ AM / PM \_\_\_\_\_ AM / PM \_\_\_\_\_ AM / PM  
*set-up event time time out (no later than 9:00 PM)*

### 4) USE - The facility shall be used for the sole purpose of \_\_\_\_\_ *(e.g. event, party, meeting, training, fundraising, etc.)*

Anticipated number of attendees: \_\_\_\_\_ Does USER intend to decorate or post signage? YES NO  
*(Maximum capacity is 80) (Decorations, signage, and method of attachment must be approved)*

Select category below that applies to USER group:

- DISTRICT or affiliate group
- Private Use by District Resident
- Public service organization
- Government/Non-profit Agency
- Commercial Use

### 5) FEE - The USER agrees to pay \$ \_\_\_\_\_ for rental fee at the time of reservation. Fees shall be payable by cash or check to "Highlands Fire District". A full refund will be processed if a cancellation is necessary.

<b>FACILITY FEE SCHEDULE</b>	Type 1 User	DISTRICT or affiliate group Public Service Organization Private use by District Resident	fee waived
	Type 2 User	Government/Non-profit Agency	\$75 per day
	Type 3 User	Commercial Use (approved by Chief)	\$125 per day

<b>PAYMENT OF FEE</b>	
Fee paid: _____	<i>Date</i>
Received by: _____	<i>Initial</i>

6) CONDITIONS OF USE

- A. The DISTRICT retains final authority in approving or denying use of its facilities.
- B. Facility use is granted on a first come, first served basis; however, the DISTRICT and affiliated groups have first priority use of its facilities and retains the right to cancel or modify scheduled events as needed. A full refund will be provided if cancellation is necessary.
- C. The USER shall notify DISTRICT personnel upon their arrival and departure.
- D. The USER is responsible for table and chair set-up and take down.
- E. Decorations, signage, and method of attachment must be approved by DISTRICT personnel.
- F. The USER shall ensure the facility is returned to a neat and clean condition upon completion of use.
- G. The USER is responsible for the supervision of the function and shall ensure that all persons act in an orderly, responsible, and safe manner.
- H. The USER is responsible for any damage to facilities that arise during its use, regardless of cause and shall promptly reimburse the DISTRICT in full for such damages.
- I. Weapons and unauthorized possession of firearms are prohibited on DISTRICT premises.
- J. The use of tobacco in any form, alcohol, or illegal drugs is prohibited on DISTRICT premises.
- K. The use of the facility is limited to the designated public areas. DISTRICT personnel must accompany entrance into any other area of the Fire Station. Fire Station tours may be arranged in advance of an event.
- L. The use of the facility does not constitute the DISTRICT's endorsement of points of view expressed by any group or organization. Advertisements or announcements implying such endorsements are prohibited.
- M. The DISTRICT retains the right to terminate the event or expel a person or persons who are deemed to be unruly, unsafe, acting with dangerous behavior, or who are in violation of any law, policy, rule, or condition of this agreement.

7) LIABILITY INSURANCE

All USER organizations shall provide a valid certificate of insurance indicating in force general liability insurance, naming the "Highlands Fire District" as an additional insured in connection with the use of the DISTRICT facility. (Attach certificate of insurance).

8) INDEMNITY

The USER, in consideration for the permission to use DISTRICT facilities, hereby releases the DISTRICT, its governing board members, officers, and employees from any and all suits, action, compensation, consequential and punitive damages, any and all property damages, personal injuries, illnesses, death resulting from any occurrence or accident that may occur as a result of or arise out of use of the premises by the USER.

The USER hereby agrees to indemnify, defend, and hold harmless, the DISTRICT from any claims brought by any person or entity arising out of or related to this agreement.

---

By signing below, the USER or authorized representative of the organization requesting use of DISTRICT facilities acknowledges that they have read and understand the entirety of this agreement and DISTRICT Facility Use Policy and shall abide by its terms and conditions.

By: \_\_\_\_\_  
*Signature of USER/Authorized Representative*

\_\_\_\_\_  
*Date*

RESERVATION APPROVAL

By: \_\_\_\_\_  
*Signature of DISTRICT staff*

\_\_\_\_\_  
*Date*