

**LARKSPUR FIRE PROTECTION DISTRICT
USE OF SPACE AGREEMENT**

Subject to the following terms and conditions, the Larkspur Fire Protection District (LFPD) allows: 1) District residents, 2) District based non-profit organizations and civic groups, 3) District based commercial or business interests, and 4) other District-based groups or individuals that from time-to-time may be approved, to use the LFPD training room on a non-interference basis. NOTE: Operational needs may result in the cancellation of a reservation whenever required in the sole discretion of the District.

1. Use of the training room only includes areas immediately adjacent to the station's north entrance and the public restrooms. All other areas of the station are not open to the public. Parking is available on a first-come, first-served basis. At no time can any vehicle be parked or driven in an area where fire equipment operates. Fire vehicles are always to be granted the right-of-way.

2. No items of any kind or nature can be attached or affixed to any surface, whether, e.g, by tape, tacks or nails. Use of any writing surface must only be with the right pens or markers.

3. Individuals & groups must adhere to LFPD policies regarding conduct while on our property. Groups or individuals who are disruptive, destructive, or interfere with the Fire Department or its personnel will be asked to leave. The use or possession of alcohol or an illicit substance is not permitted at any time on LFPD property. Smoking, vaping or any open flames are prohibited within any LFPD facility. No individual or group may engage in any activity where there is a risk of harm. Firearms are NOT permitted within any LFPD facility.

4. Minor children must always be under the supervision of a responsible adult.

5. Except for service animals, animals are not allowed within a LFPD facility.

6. The station will be left in good order - free of garbage & debris. Users are responsible for disposing of trash. The dumpster at the rear of the station may be used for this purpose. If used, the refrigerator must be cleaned including the removal of all food & drink. Item(s) left behind in the refrigerator shall be deemed abandoned and disposed of. Tables and chairs must be returned to their original location.

7. Users are not authorized to utilize LFPD computers and/or audio-visual equipment. Users are encouraged to bring and use their own equipment and devices.

8. The LFPD does not monitor or pre-approve the speech or activities of individuals or groups who use the training room. If a user's conduct or speech violates state or Federal laws, is of a violent or threatening nature, or is otherwise inconsistent with the safe and orderly activities of the District, then appropriate action may be taken.

9. Users are responsible for any damage or harm that may result to LFPD property. Unreported damage or harm may result in the cancellation of a user's agreement with no further access to District property. Deliberate or intentional damage will be reported to law enforcement.

UNLESS PROHIBITED BY LAW OR PUBLIC POLICY, THE LFPD IS NOT RESPONSIBLE FOR ANY HARMS, INJURIES OR LOSSES WHICH MAY OCCUR ON LFPD PROPERTY OR WITHIN A LFPD FACILITY/APPARATUS. GROUPS OR INDIVIDUALS WHO USE THE TRAINING ROOM DO SO AT THEIR OWN RISK AND ASSUME ALL LIABILITY FOR ANY RESULTING HARM, INJURY OR LOSS AND AGREE TO INDEMNIFY THE FIRE DISTRICT FOR CLAIMS, TO INCLUDE THIRD PARTY DAMAGES. USERS OF THE FACILITY MUST IMMEDIATELY BRING ANY UNSAFE OR HARMFUL CONDITION TO THE ATTENTION OF LFPD PERSONNEL AND MUST IMMEDIATELY DISCONTINUE THEIR ACTIVITIES OR ACTIONS AROUND THE UNSAFE OR HARMFUL CONDITION UNTIL IT IS ADDRESSED.

PRINTED NAME OF USER

SIGNATURE OF USER

(DATE)

Larkspur Fire Protection District Meeting Request Application

Non-Refundable Use of Space Agreement Fees

\$20 per Meeting for HOA Groups

\$25 per Meeting for Non-Profit Groups

\$50 per Meeting for For-Profit Groups

Group Name:

Purpose of Meeting:

Requested Date:

Requested Time Frame (start time/finish time):

Primary Contact Name:

Primary Contact Phone:

Primary Contact Email:

Secondary Contact Name:

Secondary Contact Phone:

Secondary Contact Email:

Print Name of Authorized Member Group:

Signature of Authorized Member Group:

Date:

1. Deposit payment must accompany reservation request, payable to: Larkspur Fire Protection District.

LFPD OFFICE USE ONLY:

Date Deposit Received:

Credit Card, Check #, Cash:

Approved: Yes or No

LFPD Initials

