

POLICY

To establish rules and regulations relating to the rental of the Fire Training Center which falls under the jurisdiction of the Department of Fire Rescue.

DEFINITIONS:

- A. Unless otherwise expressly stated whenever used in the Administrative Regulation the following terms shall include each of the meanings set forth below:
1. **FIRE CHIEF** – Shall mean the Fire Chief of Citrus County Fire Rescue or authorized designee.
 2. **DEPARTMENT** – Shall mean the Department of Fire Rescue
 3. **BUILDING** – Shall mean the Fire Training Center
 4. **USERS** – Shall mean any non-county individual, group, organization or business that rents the Fire Training Center

TERRITORIAL SCOPE:

- A. All established rules and regulations will be effective within the Fire Training Center under the Department and apply to all Users:
1. The Fire Chief/designee is hereby authorized to establish rules and regulations relative to the use of the Fire Training Center as deemed necessary and proper for rentals.
 2. Users of the Fire Training Center will abide by all established rules and regulations and will obey all orders and directions of Department employees.
 3. Any violation of duly established rules and regulations may result in immediate revocation of user's rental privileges and cancellation of all of user's reservations. In case of revocation, all monies paid on account may, at the option of the Fire Chief/designee, be forfeited to and retained by the County.
 4. All persons using the Fire Training Center do so at their own risk.
 5. The County assumes no responsibility for damage to or loss of personal property.
 6. All equipment and personal effects must be removed from the Fire Training Center daily unless approved otherwise by the Fire Chief/designee. Any equipment or personal effects left in the Fire Training Center after the rental period has expired will be removed and disposed of in accordance with State law.
 7. It is understood that the County may charge a reasonable rental fee to Users.
 8. The Fire Training Center is rented "as is". Requests for changes or modifications are to be in writing and are subject to the approval of the Fire Chief/designee. Any

improvements required to accommodate events will be made at the expense of the User and not constructed in such a fashion as to become permanent in nature. All improvements made or constructed by the User shall conform to all applicable laws and codes. User should report any Building defects to the Fire Chief/designee.

GENERAL REGULATIONS:

A. Cancellations

The rental fee may be forfeited by the User if the reservation is not canceled in writing at least ten (10) business days prior to the date of the reservation.

B. Usage/Fees/Insurance

The County will review any and all Fire Training Center use requests, to determine acceptability and whether insurance will be required prior to use of facilities.

In addition to the rental fees outlined above, the County reserves the right to impose additional fees in relation to scope of usage. These fees may apply to charges for additional personnel needed to supply adequate event coverage.

All fees must be paid a minimum of ten (10) working days prior to the event.

Depending on the proposed use, insurance limits and coverage requirements may vary. All insurance stipulations will require that the County be named as an Additional Insured with an Indemnification Agreement in favor of the County. It will further be required that general liability insurance carriers have a minimum A.M. Best Rating of A-, unless approved otherwise by County Risk Management. Facsimile copies of required Certificate of Insurance must be provided ten (10) days prior to the event; the original must be received by the County prior to actual scheduled event. Only the Citrus County Board of County Commissioners may waive fees and/or insurance requirements.

C. Pets

Pets are not permitted in the Buildings unless approved in advance by the Fire Chief/designee. However, guide dogs for the physically disabled as provided in F.S. 413.08 are permitted.

D. Prohibited Conduct

No person(s) shall:

1. Disobey or disregard any directions of a law enforcement officer, Department employee, sign, rule or regulation posted on the grounds or Buildings.
2. Use threatening, abusive, or insulting language.
3. Commit any obscene or indecent act, as defined by the Laws of the State of Florida.
4. Solicit sales, subscriptions, or contributions for any purpose without the prior approval of the Fire Chief/designee.

5. Attempt to use or gain admission to the Building(s) without paying the established rental or class fees.
6. Solicit, distribute, or display any unauthorized advertising of any kind.
7. Injure, deface, alter, remove, or destroy any property or equipment within the Buildings. Users will be required to reimburse Citrus County and/or may have their rental privileges revoked.
8. Enter or remain within the Buildings beyond the designated rental period. Individuals who violate posted rules and regulations or the laws of the State of Florida will be required to vacate the premises immediately. County reserves the right to seek assistance from law enforcement agencies when dealing with violators. Violators may be subject to arrest depending on the type and severity of the infraction. The Fire Chief/designee has the right to bar violators from the Building on a temporary or permanent basis depending on the severity of the infraction.

E. Refuse

Those materials that become refuse consequential to use of the Building(s) must either be placed in the designated receptacles provided for refuse or removed from the premises. Refuse of any sort not generated as a result of the event will not be left or deposited in the Building(s).

F. Rental Hours

The hours the Building(s) are available for rental may vary. No Building may be rented past 2:00 a.m. The Building(s) may be closed by the Fire Chief/designee in the event of severe weather conditions, health hazards, or for renovation and repair when conditions warrant so to ensure public safety.

G. Vehicles

Only service related or emergency vehicles are permitted inside the Building(s).

RESERVATION POLICIES:

- A. Rental reservations are on a first come basis and must be made at least ten (10) working days prior to the event in order to ensure that all requirements are met.
- B. Requests to rent the Building will require a "Facility Permit Application" to be submitted to the Fire Chief/designee and state the date of the event, purpose of the event, hours of the event, estimated attendance, and any special requirements.
- C. The required payment must be paid in full at least ten (10) working days prior to the event.
- D. Reservations are accepted between 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding County holidays.
- E. Reservations may not be made more than one (1) year in advance. Individuals who make advance reservations are required to confirm reservations at least one (1) month prior to the reservations date. Management reserves the right to cancel any advance reservation for cause and will promptly notify Users of the cancellation.

- F. Users may request rental of the Building on a regular on-going basis. However, requests will only be considered for up to a one-year period at any time. Regular on-going requests will automatically expire September 30th. Requests to extend usage beyond one year must be resubmitted by August 31st in order to be given priority consideration. Failure to comply may result in forfeiture of the requested date and time. All extension requests are subject to approval by the Fire Chief/designee.
- G. All checks must be made payable to the Board of County Commissioners (BOCC).
- H. The Fire Chief/designee has the authority to require the User to pay for additional Department personnel, depending on the size and type of event.

FOOTNOTES & REFERENCES TO RELATED AR's: