



Western Elmore County Recreation District (WECRD)

Title: Facility Use Policy	Effective Date: March 1, 2010
Number: 2010-1	Date Last Revised: March 21, 2012

Purpose:

To establish guidelines and procedures regulating the use of WECRD facilities.

Overall Policy Guidelines

This Facility Use Policy is established by the Board of Directors of the Western Elmore County Recreation District (WECRD).

This policy governs the use of public areas of buildings or facilities owned, leased or otherwise occupied exclusively by the WECRD that are used for the conduct of WECRD operational business.

The primary use of WECRD facilities is for the conduct of WECRD business. Consequently, groups that are a part of or associated with WECRD have priority use of all facility space.

Only not-for-profit citizen groups, hereinafter referred to as “group” or “user”, are permitted to use public areas in WECRD facilities to the extent permitted by law. Such use must not interfere with WECRD functions, operations and business. The group or user is allowed to use the WECRD facilities for recreation-related activities only. For the purpose of use of this facility, “recreation” is defined from Webster’s dictionary as “any form of play, amusement, enjoyment, etc. used to relax or refresh the body or mind.”

The use of any WECRD facility by for-profit groups or for personal profit-making purposes is prohibited.

No admission fee can be collected for any events not sponsored by the WECRD.

Definitions

“**Not-for-profit citizen group**” includes, but is not limited to, non-profit agencies, corporations, partnerships, governmental entities, or associations.

“**Public area**” includes the lobby and large meeting room of the WECRD office, located at 245 East 6th South, Mountain Home, Idaho 8364, and the restrooms located in said areas. It does not include: offices, workstations, corridors or halls, and all conference rooms; these areas are reserved for WECRD business only.

Use of Facilities and Grounds

Equal access. This policy shall apply to all groups and individuals that have requested use of WECRD facilities and grounds for recreation-related activities. No group or individual shall be excluded from equal access to WECRD facilities because of race, color, religion, sex, age, national origin, marital status, disability, or political persuasions or views. However, WECRD may deny or terminate use if there is a violation of the rules set forth in this policy, or if the use poses health or safety risks.

Liability. Any group using WECRD facilities or grounds shall:

1. release the WECRD from any liability for injury or damages caused to any person or personal property during the time the group is using the property;
2. hold the WECRD harmless from any liability to third parties for injury or damages caused by the group or any persons or groups attending the event;
3. be liable to the WECRD for any damages to WECRD property or injuries to WECRD employees or agents caused by the group or by any person attending the group's events, whether or not the damage is the result of negligence, intentional acts, or accident;
4. The group/user, by signing the application form, agrees to indemnify, defend, and hold harmless WECRD pursuant to the terms of this policy.

Denial of Usage. The WECRD reserves the right to deny applications for use if the user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.

Fundraising. Fundraising and charity events are permitted if the money raised is to be used for charity or public benefit. No admission fees can be charged for these events.

Applications for Usage

Application form required. All non-profit citizen groups and individuals must complete a Facility Use Permit Application Form. These forms can be obtained from the WECRD office or downloaded from the WECRD website at <http://www.wecrd.org>.

Cancellation of Permission Due to WECRD Conflicting Business.

In the event WECRD requires its facility to conduct necessary WECRD business, WECRD may terminate any scheduled use of the facility that conflicts with the conduct of its business.

Food and Beverages.

Food and/or non-alcoholic beverages are allowed. Beverages and food items must be transported into the room in closed containers.

Prohibitions

- No alcoholic beverages are permitted on WECRD property.
- No illegal drugs are permitted on WECRD property.
- No tobacco is permitted in the WECRD building.
- No person who is under the influence of illegal drugs or alcohol is permitted on WECRD property.

Set Up and Clean Up. The group/user may use equipment and furniture, such as tables, chairs and dry erase boards that are owned by the WECRD and located in the approved meeting room. Any other needed equipment or furniture must be supplied by the group/user.

- After use of the room, the group/user shall return the meeting room/space to its original condition and configuration.
- All primary lights will be turned off and dead bolt locks applied to all doors.
- The group/user is responsible for ensuring that all trash is placed in containers provided.
- In the event that WECRD has to clean any of the rooms that were used by the group/user, a \$20.00 (twenty dollar) cleaning fee will be charged to and paid by the group/user.

Security. The group/user shall provide, at its own expense, any security that the group/user desires.

Electronic and Audio-Visual Equipment. Non-profit organizations are prohibited from using the electronic or audio-visual equipment in the large meeting room unless express authorization is granted by WECRD, the WECRD technical support contractor is present, and the group/user pays the labor costs for the technical support contractor, if needed.

Lost or damaged furnishings and fixtures. The group/user will pay for repair or loss of any furnishings, fixtures, or equipment that are damaged at the event.

Signs. Signs, emblems, banners, pennants, etc. may **not** be affixed to any building surfaces, steps, walls or light fixtures.

- Signs, emblems, banners, pennants, etc. that are self-standing may be put into place one (1) hour before the scheduled start of the meeting and must be removed at the conclusion of the meeting.
- A copy of any sign, emblem, banner, pennant, etc. to be used shall accompany the application form.

Keys. A facility key may be picked up at WECRD during regular business hours and checked out to applicant only. This key shall be returned the following business day. Applicants using the facility for long-term use will be issued a key which will remain in their possession until their project is completed. A replacement fee of \$25 (twenty-five dollars) per key will be charged for any lost keys.