

Board Action Request

SUBJECT: Facility Use Agreement
DATE: April 29, 2020
FROM: Cheryl Horvath, Fire Chief

Background:

Tubac Fire District frequently allows community groups and non-profits to use the meeting rooms in District fire stations. The District does not have a formal facility use agreement or a fee structure associated with using the meeting rooms. Staff reached out to VFIS and other fire districts for sample facility use policies before developing a policy for TFD.

Staff is proposing a facility use agreement which outlines the process and required information for groups to request use of District facilities. Government agencies, nonprofit groups, and residents, including HOA's, will not be charged for use of District facilities, which is standard practice for neighborhood fire stations. Nonresident and/or private entities will be charged for facility use. Included in this agreement is a fee structure commensurate for covering the costs associated with the facility rental. Approval of the fees is included on another agenda item.

Fiscal Impact:

None

Alternate Option:

Provide staff with additional direction

Legal Review: Our attorney reviewed the pending agreement.

Staff Recommendation:

Approve the Tubac Fire District Facility Use Agreement.

Proposed Motion:

Move to approve the

See Attachments:

- Tubac Fire District Facility Use Agreement