

USE OF FACILITIES AGREEMENT

February 2007

A. General

1. The Ponderosa Fire Department will permit the meeting room to be used for certain functions and events.
2. Usage will be limited to:
 - a. Other fire organizations, law enforcement agencies, and other emergency service organizations and quasi-governmental agencies.
 - b. Certain civic organizations from within the district at the discretion of the fire chief.
 - c. Commercial entities upon individual review for function that can be denied for any reason.
3. The PFD reserves the right to terminate the function at any time if the rules are violated or a nuisance is committed.
4. Accepted commercial users must pay a fee to the fire department for usage.
5. Use of the facility may convene at 8:00 a.m. and users must vacate the facility not later than 11:00 p.m.

B. Location

The building is located at 17061 Rolling Creek, Houston TX 77090, within the Ponderosa Forest Subdivision. Cross Street is FM 1960 West, Key Map® 331R.

C. Reservations

1. Reservations are on a first come first serve basis.
2. Review www.ponderosavfd.org Activities Calendar to check for availability.
3. Ponderosa Fire Department activities have priority over all events.
4. Reservations are to be made through the PFD Office Manager during regular business hours. (281)-444-8465.
 - a. This agreement must be completed and agreed upon.
 - b. The deposit must be provided at the acceptance of the agreement.
5. The PFD will NOT post notices of the users' meetings; that is the responsibility of the user. A special location will be made available for notices to be placed. Do not post notices on the walls or to any other part of the building without express permission
6. Reservations may be made up to two calendar months in advance.

D. User's Responsibilities

1. Informing attendees
 - a. Do not call the fire station for directions. This information is available on the website.
 - b. A contact person must be established with all users. The contact person is the only individual to discuss activities and is responsible for coordinating the group using the facility.

2. Parking

- a. DO NOT park in front of the doors on the fire station. Vehicles parked there will be subject to tow with the responsible party paying any fees.
- b. Do not park in the parking lot of the office building to the north of the fire station. Additional parking is available at the shopping centers on 1960.
- c. Parking on the streets will be allowed, but not in front of any driveways, nor where marked "No Parking". Vehicles will be subject to towing any costs will be borne by the vehicle's owner.
- d. Handicapped parking is available directly in the front of the building.
- e. No Parking on the south side of the building as this is reserved for responding firefighters.
- f. The PFD does not have an agreement to utilize the Equi-tax parking lot.

3. Deposit

- a. A \$200 deposit is required of all commercial entities/facility users
- b. \$100 of this deposit is a donation to the fire department.
- c. Certain Civic/quasi-governmental organizations may be exempt from this deposit rule. This will be determined on a case-by-case basis.
- d. The deposit must be received at least 10 business days prior to the reservation date.
- e. The deposit, less usage donation, will be returned to the user once there is confirmation that no damages or extraordinary clean-up is required.
- f. The user is liable for forfeiture of half the deposit if they back out of the agreement.

4. Courtesies and Conditions

- a. The facility is a smoke free building.
- b. No alcohol will be permitted at any function unless specifically agreed upon by the fire chief.
- c. Telephones in the meeting room will be available for local calls.
- d. Cellular phones should be used outside the building so as not to interfere with others.
- e. Trash must be placed in proper receptacles.
 - All trash receptacles must be emptied, cleaned appropriately, new trash bags installed, and the trash deposited in the dumpster on the south end of the property
- f. Walk on the sidewalks, not the grass.
- g. Remember that this is a fire station and guests are not to wander around unescorted.

- h. No posters, signs, or any other objects may be attached to the walls of the facility in any manner unless permission is specifically granted from the PFD.
- i. Do not sit on the tables or other areas not designed for sitting on.

5. Kitchen Usage

- a. The kitchen may be utilized if required and requested with an additional \$50 donation.
- b. Users are to bring all of their own plates, cups, silverware, and condiments.
- c. Clean up is the users' responsibility.

6. A maximum of 150 people per event will be allowed in the building.

7. Insurance

- a. All users of the facility will be required to show proof of liability insurance before they will be allowed to use the facility.
- b. The minimum amount of acceptable liability insurance is \$1 million.

E. PFD Responsibilities

1. Availability

If the office manager has made a reservation, she will note it in our records, post it on the website, and insure the room is available.

2. Preparations

The room is to be unlocked with access to the restrooms.

The room will have tables and chairs. The user may rearrange the room, but it must be returned to the original condition.

3. Close Up

Someone must lock the doors after the meeting.

Someone must inspect the rooms for cleaning and damage.

F. Amendments

The PFD may amend the rules governing the rental and use of the meeting room as appropriate. Users will be provided with a copy of the rules at the time of reservation.

Agreement to Use the Ponderosa Fire Department Meeting Facility

The (organization/individual) _____ agrees to all rules as stated in this agreement.

The organization/individual is responsible for any and all damages that may occur due to any activities and/or actions that may occur by meeting attendees. The Ponderosa FD may use any means necessary to recover damages.

Print Name _____

Signed _____ Date _____