



**Lake Havasu City Fire Department**  
**2330 McCulloch Blvd. N.**  
**Lake Havasu City, AZ 86403**  
**Phone: (928) 453.3313 Fax: (928) 453.3312**

**Fire Department Facility Use Application**

*Please complete and return to Fire Administration*

Name of Individual/Group/Business: \_\_\_\_\_

Event/Use: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Estimated Number of Attendees (30 max per classroom): \_\_\_\_\_

Please Choose Facility:

- Sta. 1 Classroom     Sta. 2 Classroom A     Sta. 2 Classroom B     Sta. 2 Classroom A & B

Type of Individual/Group/Business:

- City Use     Govt. Agency     Private     Commercial     Non-Profit

Will applicant implement a charge for the event/meeting?     Yes     No

Will food be served?     Yes     No

Will applicant be using this facility for a profit?     Yes     No

City Business License # \_\_\_\_\_

Special Requests: \_\_\_\_\_

**PLEASE READ CAREFULLY PRIOR TO SIGNING**

*All applicants are required to abide by any local, state, and Federal laws. Any breach of these terms will result in cancellation of services.*

Applicant shall indemnify, defend, save and hold harmless Lake Havasu City, its departments, agencies, boards, commissions, officers, officials, agents, volunteers, and employees from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees, or contractors, arising out of or related to Applicant's occupancy and use of the described Facility and surrounding area, regardless of whether or not the Claims are caused in whole or in part by a party indemnified hereunder. It is the specific intention of the parties that Lake Havasu City shall, in all instances, be indemnified by Applicant from and against any and all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

Applicant Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**INSURANCE REQUIREMENTS**

Lake Havasu City requires the organization or group utilizing the Facility to be covered by insurance. A certification of insurance must be provided to Lake Havasu City prior to use of the Facility. The certificate of insurance must indemnify & hold harmless Lake Havasu City. The minimum required limit of coverage is \$1,000,000 General Liability for each occurrence. The certificate of insurance must provide Lake Havasu City ten (10) days advance written notice of cancellation or material change in coverage. Lake Havasu City, its agents, directors, officers, officials, employees, and volunteers must be named as an Additional Insured.

**FOR OFFICE USE ONLY**

Fee: \_\_\_\_\_  Cash     Credit Card     Check# \_\_\_\_\_

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Requirement Waived:     Yes     No    Waiver Approved By: \_\_\_\_\_

Fee Waived (26 USC § 501 (c)(3)):     Yes     No    (Approved fee waiver must be attached (ADM-06))

# Lake Havasu City Fire Department's Facility Use Rules

To maintain and provide a quality classroom environment, we are seeking your assistance and ask that the following rules be observed when using the classroom(s) at the Fire Department's facilities.

## **General Use Guidelines**

1. A facility key must be obtained from and returned to Fire Admin during normal business hours prior to and after the use of the facility.
2. Ensure door(s) to the classroom remain *unlocked* for the participants during the use of the classroom. If the door(s) remain locked and the attendees have to ring the bell for admittance, this will prompt the on-duty crew to respond as if it was an emergency.
3. Please provide a sign in the walkway or on the reserved classroom door to direct attendees to their appropriate room. This will help eliminate unnecessary interruptions as both classrooms can be used at the same time by different groups.
4. If you adjust the thermostat, please set it no lower than 78 degrees in the summer months and return it to the setting in which you found it prior to leaving.
5. Ensure that all trash in the bathrooms is placed in the wastebasket. If needed, extra paper products are located in the restroom cupboard below the sink.

## **Prior to Leaving the Classroom**

1. Please pick up all trash items from the classroom and discard in the trash containers. An additional wastebasket is located outside the classroom(s) in the hall at Station 2; there are no extra wastebaskets at Station 1.
2. If the trash container in the classroom becomes full, please remove the full trash bag and place it near the large wastebasket by the hall sink at Station 2. At Station 2, additional trash liners can be found in the cupboards below the sink in the hall if there is a need. Fire Station 1 has extra liners under the sink.
3. If excess litter is prominent on the carpeted area at Station 2, please use the vacuum cleaner in the hall closet near the front desk. (There is a sign on the door.)
4. At Fire Station 2, plastic recyclables and aluminum cans can be placed in the container outside of Classroom A.
5. Please remove any signs your group may have placed on the doors in the walkway.
6. Turn all lights, computers, electronic devices and coffee pot (if used) off.
7. Ensure the doors you used are locked; do not leave facility until it is secure.

Ensure all tables and chairs are returned to their original setup.

Contact the on-duty crew if you need assistance with locking or unlocking the facility door.

Per City OPP 5.123 Use of City Facilities, clean-up of the facility and/or area shall be the responsibility of the user. The user shall be charged on an hourly basis if the City is required to provide additional clean-up services. These charges may be deducted from the clean-up/security deposit. If charges exceed the clean-up/security deposit, the applicant shall be billed for the additional costs. Payment would be due in full within 14 days of the statement date.