



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
970-686-2626

Policy: Community Use of District Facilities	Effective Date: July 27, 2026	Revised: July 7, 2026
Policy Number: AD005	Section: Administration	Prior Policy Number: N/A
Department: Administration	Initial Policy Date: February 20, 2014	Prior Effective Date: June 19, 2018
Accreditation: No	KPI(s):	

PURPOSE

The purpose of this policy is to establish uniform guidelines for the public's limited, permitted use of designated Fire Department facilities while ensuring that Fire Department operations, emergency response capabilities, employee safety, security, and protection of public assets are not compromised.

Fire Department facilities are constructed and maintained with public funds to support the Department's mission of protecting life, property, and the environment. Community use of designated meeting spaces may be authorized when such use serves a governmental or community purpose and does not interfere with Department operations.

SCOPE

The scope of this policy applies to all District facilities that are intended to be used for the specific purposes of providing emergency services.

POLICY

The Fire Department may permit use of designated meeting rooms on a limited basis during normal administrative business hours consistent with this policy.

Approval of any request is a privilege and not a right. Approval may be denied, modified, or revoked at any time due to operational needs, security concerns, emergencies, or noncompliance with this policy.

The Fire Chief or designee shall have final authority over all facility-use decisions.

ELIGIBLE ORGANIZATIONS

Use of Fire Department meeting facilities may be approved for:

- Homeowners Associations (HOAs) located within the Fire District.
- Fire District or municipal advisory committees.
- Local, county, state, or federal governmental agencies.
- Public safety organizations.
- Special districts.

- Public schools and educational institutions.
- Community organizations whose activities provide a direct public benefit.
- Other organizations as determined appropriate by the Fire Chief.

Preference shall always be given to Fire Department functions and governmental business.

PROHIBITED USES

Fire Department facilities shall not be used for:

- Private parties, receptions, or social gatherings.
- Commercial or for-profit business activities.
- Sales, product demonstrations, or solicitation.
- Fundraising events.
- Political campaign events or activities intended to support or oppose candidates or ballot measures.
- Activities requiring admission fees.
- Any activity inconsistent with the mission, vision, values, or public purpose of the Fire Department.
- Activities that present unreasonable security, staffing, or liability concerns.
- Any activity exceeding the capacity limits of the applicable room or District facility.

Approval of facility use shall not constitute endorsement by the Fire Department or Fire District of any organization, program, product, viewpoint, or activity.

HOURS OF USE

Facility use is limited to normal administrative business hours:

Monday through Thursday
8:00 a.m. to 5:00 p.m.

Facilities are not available:

- Evenings or weekends.
- District-observed holidays.
- During emergency incidents or emergency activations.
- During Department training events or operational activities requiring the space.

Exceptions may be approved only by the Fire Chief.

Facility use is limited to no more than 2-hour blocks.

MEETING FREQUENCY

Facility use is intended for occasional community meetings.

Recurring or standing reservations are not permitted. Each meeting requires a separate request and approval. Previous approvals do not establish any expectation or guarantee of future facility use.

REQUEST PROCESS

Organizations requesting use of Department facilities shall:

- Submit a completed Facility Use Request Form at least ten (10) business days before the requested meeting.
- Identify the sponsoring organization.
- Describe the purpose of the meeting.
- Estimate attendance.
- Designate an individual responsible for the event.

Approval is subject to room availability and operational considerations.

OPERATIONAL PRIORITIES

Fire Department operations shall always take precedence.

Department personnel must be present in the building during all approved facility use.

Organizations may use Fire Department facilities only while authorized Department employees are on duty and present within the building. Should Department personnel leave the facility for operational reasons or other authorized business, the meeting may be suspended or terminated, and participants may be required to vacate the premises.

The Department reserves the right to:

- Cancel or relocate any meeting without prior notice.
- Restrict access to portions of the facility.
- Require attendees to immediately vacate the premises when operational needs arise.

The Fire Department shall not be responsible for any costs incurred by an organization resulting from cancellation or interruption of an approved meeting.

USER RESPONSIBILITIES

Organizations shall:

- Use only the meeting room approved for the event.
- Comply with all Department staff instructions.
- Maintain orderly conduct.
- Supervise all attendees.
- Leave the facility clean and in the same condition in which it was received.
- Remove all materials and personal property immediately following the meeting.
- Report any damage immediately.

The organization shall be financially responsible for damage beyond normal wear and tear.

OCCUPANCY

Attendance shall not exceed the posted maximum occupancy established by the applicable fire and building codes.

The Fire Department reserves the right to reduce attendance or terminate the meeting if occupancy limits or safety requirements are exceeded.

SECURITY

For the protection of personnel, equipment, and facilities:

- Access is limited to the approved meeting room and public restrooms.
- Apparatus bays, employee work areas, offices, living quarters, mechanical rooms, and secured areas are off limits unless specifically authorized.
- Attendees shall not interfere with emergency operations or Department personnel.
- At least one representative of the requesting organization shall remain with attendees at all times and ensure that participants remain within authorized public areas of the facility.
- Doors shall not be propped open or otherwise left unsecured.
- Weapons are prohibited except as otherwise authorized by law.

FOOD AND BEVERAGES

Light refreshments may be permitted with prior approval.

Alcoholic beverages, tobacco products, vaping products, marijuana, and illegal substances are prohibited on Fire Department property.

Organizations are responsible for removing all food, beverages, and waste at the conclusion of the meeting.

AUDIO/VISUAL EQUIPMENT

Department-owned audio/visual equipment may be used only with prior authorization.

Organizations are encouraged to provide their own laptops and presentation materials.

The Fire Department does not guarantee the availability of technical support or audio/visual equipment.

However, no use of microphones, bullhorns, or other speech amplification shall be permitted to avoid disturbing operations or causing noise levels outside of a typical office environment.

AMERICANS WITH DISABILITIES ACT (ADA)

The Fire Department is committed to providing reasonable accommodations consistent with the Americans with Disabilities Act (ADA).

Organizations requesting accommodation should notify the Department as far in advance of the meeting as practicable.

MEDIA AND PUBLIC COMMUNICATIONS

Photography, video recording, livestreaming, interviews, or other media activities conducted within Fire Department facilities require prior written approval from the Fire Chief or the Department's Public Information Officer.

Organizations shall not represent that their meeting or activities are sponsored or endorsed by the Fire Department without the prior written authorization of the Fire Chief or the Department's Public Information Officer.

INSURANCE AND LIABILITY

All users will be required to sign the Fire Department Facility Use Agreement prior to

using the facility. Failure to sign the Agreement shall be grounds for revoking use. Depending upon the nature of the event, the Fire Chief may require the requesting organization to provide proof of general liability insurance.

The requesting organization assumes responsibility for participants' conduct and for any damage resulting from its use of Department facilities.

FEES

There is no fee for approved governmental or qualifying community meetings conducted during normal business hours.

The Fire Chief may establish fees when Department staffing, special services, or extraordinary support is required.

VIOLATIONS

Violation of this policy may result in:

- Immediate termination of the meeting.
- Removal of participants from the premises.
- Denial of future facility use.
- Responsibility for repair or replacement of damaged property.
- Any other action deemed appropriate by the Fire Chief.

AUTHORITY

The Fire Chief shall administer this policy and may establish administrative procedures necessary for its implementation.

The Fire Chief's interpretation of this policy shall be final.