



## Zayante Fire Protection District

7700 E. Zayante Rd.  
Felton, CA 95018  
(831) 335-5100  
Fax (831) 335-5199  
Jeff Maxwell – Fire Chief

### Application for Use of Facilities

1. Name \_\_\_\_\_
2. Address \_\_\_\_\_
3. Phone \_\_\_\_\_
4. Today's Date \_\_\_\_\_
5. Date of Requested Use \_\_\_\_\_
6. Time: (Including set up, event, & clean up) \_\_\_\_\_
7. Rooms Requested: Community Room (Z Room)\_\_\_ Kitchen\_\_\_  
Picnic Area:\_\_\_ Equipment Bay\_\_\_ Parking Lot\_\_\_\_\_
8. Describe Event (meeting, wedding, fundraiser, # of people, food, drink, music, kids. Please be thorough and specific) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Alcohol Served: No\_\_\_ Yes\_\_\_
10. Insurance Information: (The applicant is required to provide a minimum of \$1,000,000 insurance coverage)  
Insurance Company \_\_\_\_\_  
Type of Policy \_\_\_\_\_  
Agent (name and phone number) \_\_\_\_\_  
Policy Number \_\_\_\_\_

**Z.F.P.D.**  
**Application for Alcohol Use**

Will you be selling alcohol? \_\_\_\_\_ (If so, refer to requirement A below)

Will you be serving alcohol? \_\_\_\_\_ (If so, refer to requirement B below)

**Requirement A:**

**Initials:**

- \_\_\_\_\_ Provide a copy of a \$1,000,000 liability policy containing alcohol clause, due ten (10) days prior to event.
- \_\_\_\_\_ Copy of ABC permit, due ten (10) days prior to event.
- \_\_\_\_\_ Rules of responsible serving must be enforced.
- \_\_\_\_\_ All attendees of your event enter and leave through an ID check and are provided with wrist bands.
- \_\_\_\_\_ Alcohol to be sold by designated non-drinking personnel only.
- \_\_\_\_\_ Provide four (4) licensed security officers/parking lot attendants for your event, two (2) inside, two (2) outside.  
All attendees of your event enter and leave through an ID check and are provided with wrist bands.

**Requirement B:**

**Initials:**

- \_\_\_\_\_ Provide a copy of a \$1,000,000 insurance liability policy containing alcohol clause, due ten (10) days prior to your event.
- \_\_\_\_\_ Designated non-drinking persons will serve all alcoholic beverages and monitor those who have been drinking.
- \_\_\_\_\_ No alcohol served to minors -NO EXCEPTIONS.

Explain your plan to control individual alcohol consumption and ID verification

I have read and agreed to abide by the above requirements. Any violation of these requirements can and will be cause for immediate termination of the event, without refund of any fees and security deposits held.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_

**ZAYANTE FIRE PROTECTION DISTRICT  
Fire Station Use Fee Schedule**

Use fee up for to five (5) hours, including set up and clean up time.

	<u>Out of District</u>	<u>District Resident</u>
<b>Community Room</b>	<b>\$225.00</b>	<b>\$175.00</b>
<b>Kitchen</b>	<b>\$325.00</b>	<b>\$275.00</b>
<b>Kitchen w/Stove Use</b>	<b>\$475.00</b>	<b>\$375.00</b>
<b>Upstairs Classroom</b>	<b>\$200.00</b>	<b>\$150.00</b>
<b>Picnic Area</b>	<b>\$75.00</b>	<b>\$50.00</b>
<b>Cleaning Deposit</b>	<b>\$150.00</b>	<b>\$125.00</b>
<b>Parking Lot Use</b>	<b>\$200.00</b>	<b>\$100.00</b>

These fees are the amounts "usually charged" by the Z.F.P.D. and can be increased or decreased at the discretion of the Board of Directors. Who review each application at their regular monthly board meetings. Any application for an event that will have more than 100 people, amplified music or sound system, or use of alcohol, must be filed a minimum of 45 days prior to the event. All other applications need to be filed 30 days prior to the event. **All Trash to be hauled off by the applicant.**

Rules of the Firehouse

Initials

- \_\_\_\_\_ All emergency equipment is off limits.
- \_\_\_\_\_ Do not park in the fire department spaces. Do Not Block Doors or Driveways!!!
- \_\_\_\_\_ Watch your kids both inside and out. All minor children attending any event held at the fire station must be monitored at all times. They may be in areas designated in your use application. This applies to all minors, including teenagers.
- \_\_\_\_\_ Respect our neighbors' privacy, property, and peace and quiet.
- \_\_\_\_\_ Clean up after yourself
- \_\_\_\_\_ Please remember that this is a Fire Station first and a community use facility second. Do not interfere in any way with an emergency situation that may take place while you are using our facility.
- \_\_\_\_\_ We also ask that whoever is in charge of the event review the rules of the firehouse and see to it that your guests or attendees are aware of the rules we need to enforce, especially the kid related ones. Thank You

Security/Cleaning Deposit Requirements

The security cleaning deposit fees collected by the Z.F.P.D. secures the availability of the fire station once we receive it, and will be returned after the event, contingent upon your completion of the following:

- Cleaned up all areas used, inside and out.
- Swept and mopped all floors and vacuumed all carpeted areas.
- Hauled out all of your own trash.
- Have not damaged any property while using our facility.
- Have followed all of the above 'Rules of the Firehouse'

The security/cleaning deposit can be withheld if you do not sufficiently complete the clean up, or if you violate any of the 'Rules of the Firehouse.'

**Z.F.P.D.**  
**Policy on Community Use of Facilities**

The governing board of the Zayante Fire Protection District recognizes that the facilities are primarily intended for use by the Fire District and Fire Department. The facilities may be used by residents of the Z.F.P.D. provided that such use does not interfere or obstruct the operation of the Fire District. Use of the facility shall be granted to responsible organizations and groups within the Z.F.P.D. subject to the rules and regulations as set forth by the governing board. There are additional fees charged to out of district applicants.

By signing this document in good faith, we hereby certify that we shall be personally responsible on behalf of our organization, for any damage sustained by the premises, furniture, or equipment because of the occupancy of said premises by our organization. We agree to abide by and enforce the rules, regulations, and policies of the Z.F.P.D. premises.

Within and as part of this application to use the Z.F.P.D. facilities, the applicant recognizes, acknowledges, and agrees to meet provisions of the Americans with Disabilities Act. Title 24 requirements for accessibility standards. The first floor shall be used for any function that a wheelchair user may attend.

We also agree to hold the Z.F.P.D. the individual members of the governing board, and all district officers, agents and employees free and harmless from any loss, damage, liability, costs, or expenses that may arise during or be caused in any way by such use of occupancy of Fire District property

The undersigned states that to the best of their knowledge, the Z.F.P.D. Property for use of which application is hereby made, will not knowingly be used for the commission of any illegal act or crime including Penal Code Sections 11400 and 11401 and assures that the applicant organization and its activities provide equal opportunities for all.

Please read and agree to this policy.

Signature\_\_\_\_\_

Print Name\_\_\_\_\_

Organization\_\_\_\_\_ Title\_\_\_\_\_