

Campbell County Fire Department Policy		
General/Administration	Alan Mickelson Fire Training Center	<i>102.11</i>

I. PURPOSE:

The purpose of this policy is to define the acceptable use of the Alan Mickelson Fire Training Center and the requirements and fees associated with the use.

II. SCOPE:

This policy applies to all users of the Alan Mickelson Fire Training Center with the exception of official use by the Campbell County Fire Department.

III. POLICY:

1. Definition:
 - 1.1. Official Use: This includes any scheduled training for the Campbell County Fire Department or training and/or use of the facility scheduled and conducted by the Campbell County Fire Department
 - 1.2. For-profit Training: This includes any use where the attendees have paid a fee to the class provider for the training.
2. Categories of Approved Use:
 - 2.1. Public Safety Emergency Service Use
 - 2.1.1. Law Enforcement Agencies
 - 2.1.2. Emergency Medical Services
 - 2.1.3. Other Fire Departments
 - 2.2. Non-Public Safety Emergency Service Use
 - 2.2.1. Mine Rescue Teams
 - 2.2.2. Safety Training for Industry (non-commercial)
 - 2.3. General Use
 - 2.3.1 Use for company training, meetings, etc
 - 2.4. Commercial Use
 - 2.4.1 Private companies conducting for-profit training
 - 2.5. Non-Profit Organizations
 - 2.5.1 Civic groups
 - 2.5.2 Youth groups (i.e.: Boy Scouts, 4-H, etc)
 - 2.5.3 Religious groups
 - 2.6. Campbell County Fire Department Member Use
 - 2.6.1 Birthdays parties, family events, etc.

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3. Facility Use Requests:

3.1. All requests for use of the Alan Mickelson Fire Training Center will be coordinated and approved through the Campbell County Fire Department Training Chief or designated representative.

3.2. Use Priority:

- 3.2.1. Campbell County Fire Department Official Use
- 3.2.2. Public Safety Emergency Services Use
- 3.2.3. Non-Public Safety Emergency Services Use
- 3.2.4. Non-Profit Organizations
- 3.2.5. General Use
- 3.2.6. Campbell County Fire Department Member Use
- 3.2.7. Commercial Use

3.3. Request Procedures:

- 3.3.1. Facility Use Requests must be filled out completely and signed by the authorized representative of the organization.
- 3.3.2. Facility Use Requests must be submitted at least 14 days prior to the desired use of the facility. Request submitted less than 14 days in advance will be handled on a case by case basis.
- 3.3.3. The facility can be scheduled a maximum of three months in advance
- 3.3.4. Facility use may be revoked for violation of this policy
- 3.3.5. In the event of an emergency or unforeseen circumstance, the Training Chief or designated representative has the authority to adjust, modify or cancel the scheduled facility use.
- 3.3.6. The Campbell County Fire Department also retains the right to alter, cancel or reschedule any facility use request when, after consideration, such action is deemed to be in the best interest of the Department.

3.4. Facility use request will not be granted for any activity which, in the Departments judgment, may be detrimental to the facility or the Public Safety, Emergency Service delivery system. Facilities will not be available for any use that might result in undue damage or wear, or is not consistent with the use for which the facility was designed.

4. Use Fees:

- 4.1. Consult Appendix "A" for the list of user fees
- 4.2. An additional charge for cleaning will be assessed if the facility is not properly cleaned after use. This fee will be for the actual cost to clean the facility by a commercial cleaning company.

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- 4.3. Actual repair/replacement cost will be billed for any repairs to damaged or broken equipment and damage to buildings, props or other facilities.
- 4.4. Organization will be responsible for the cost of any expendable items (i.e.: liquid smoke, propane)
- 5. Use Rules:
 - 5.1. Users are responsible for providing their own refreshments to include; cups, plates, etc.
 - 5.2. No bunker gear is allowed on the carpeted areas
 - 5.3. Set up is the responsibility of the user
 - 5.4. Classrooms must be restored to original set-up
 - 5.5. Trash must be emptied in the on-site dumpster
 - 5.6. Any dirt or mud must be vacuumed up and/or mopped up
 - 5.7. A/V equipment turned off
 - 5.8. Projectors left on will result in a service charge for the bulb of \$100
 - 5.9. Lights off
 - 5.10. Doors closed and locked
 - 5.11. Gate closed and locked (if you are the last group leaving)
 - 5.12. Operating hours 0600-2200hrs
 - 5.13. Alcohol is not allowed to be possessed or consumed on CCFD grounds, in CCFD facilities or vehicles.
 - 5.14. Smoking is allowed outside of the buildings only.
- 6. Specialized Training:
 - 6.1. For those groups conducting specialized training, the appropriate procedures and safety guidelines must be followed.
 - 6.2. Live Fire Training

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6.3. Any group conducting live fire training must use instructors approved by the Campbell County Fire Department Training Chief.

7. Accidents/Injuries:

7.1. Any accident or injury that occurs on the grounds of the Alan Mickelson Fire Training Center **must** be reported to the Campbell County Fire Department Training Chief or designated representative.

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APPENDIX A – FEE SCHEUDLE

Public Safety Emergency Service Use

No charge for facility use. However, cleaning & repair fees will apply if applicable

Non-Public Safety Emergency Service Use

Mine Rescue Teams

Annual Flat Rate - \$2000 excluding expendable items and cleaning (if applicable)

Industrial Safety Training – Facility Only

Classroom 1 - \$150/day \$75/half day
 Classroom 2 - \$50/day \$25/half day
 Classroom 3 - \$50/day \$25/half day
 Gas Props -\$100/class excluding propane

Fees may be waived for agreed upon in-kind matches

General Use

Classroom 1 - \$150/day \$75/half day
 Classroom 2 - \$50/day \$25/half day
 Classroom 3 - \$50/day \$25/half day

Commercial Use (for-profit training)

Classroom 1 - \$250/day \$125/half day
 Classroom 2 - \$100/day \$50/half day
 Classroom 3 - \$100/day \$50/half day

Fees may be waived in lieu of allowing Campbell County Fire Department members to attend the offered event at no cost or in lieu of an agreed upon in-kind match

Non-Profit Organizations

No charge for facility use. However, cleaning & repair fees will apply if applicable

Campbell County Fire Department Member Use

No charge for facility use. However, cleaning & repair fees will apply if applicable

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