



# Lathrop-Manteca Fire Protection District

19001 Somerston Parkway, Lathrop, CA 95330

• (209) 941-5100 • Fax (209) 941-5115 • [www.lmfire.org](http://www.lmfire.org) •

## Instructions:

- All sections must be filled out completely. *Please print clearly.*
- All deposits are due upon reservation approval.

## Applicant Information:

Applicant / Contact Name:

Organization Name:  
(If applicable)

Non-Profit Status 501(c)(3):

Yes

No

Address:

City:

State:

Zip:

Primary Phone:

Cell Phone:

E-Mail (Required):

## Information on Use:

Facility Location:

Time:

Requested Date of Use:

Detailed Description of Use:

Anticipated Number of Attendees:

## Office Use Only:

Date Application Received: \_\_\_\_\_

Deposit Amount:

**\$250.00**

Deposit:

Received By: \_\_\_\_\_

Payment Type:

Gave Back Deposit  Kept Deposit

Total Due:

Date:

Initials:



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## Acknowledgment of Room Use Policies and Procedures

By initialing below, I am acknowledging that I have read each of the policies and agree to adhere to them.

|  |   |
|--|---|
|  | <b>Alcohol Prohibited:</b><br>I understand that the consumption and/or possession of any alcoholic beverages are prohibited on any Lathrop – Manteca Fire District property.  |
|  | <b>Amplified sound:</b><br>I understand that the use of amplified sound is prohibited.  |
|  | <b>Smoking Prohibited:</b><br>I understand that smoking is prohibited unless in a designated smoking area.  |
|  | <b>Illegal Substances &amp; Firearms:</b><br>I understand that all illegal substances and firearms are prohibited.  |
|  | <b>Decorations:</b><br>I understand that confetti, stickers, and/or glitter are not permitted. No duct tape, clear tape, staples, tacks, or hooks are permitted to be placed into the floor, walls, ceiling, partitions, doors, or window casings. The meeting coordinator is responsible for taking down all decorations and removing or disposing of them properly.   |
|  | <b>Damages:</b><br>I understand that during check-in, the meeting coordinator and a District employee will walk through the facility and go over cleanliness, any prior damage, and room set-up before commencement of use. If any damages are found at the completion of the room use, the meeting coordinator agrees that they will reimburse the Lathrop – Manteca Fire District for all cost to repair damages. |
|  | <b>Insurance and Endorsement:</b><br>I understand that Insurance and Endorsement is required at the user’s expense.   |

I have read and fully understand the Policies and Procedures set forth by the Lathrop – Manteca Fire Protection District and agree to adhere to them. I agree that failure to comply with the aforementioned Policies and Procedures will result in permit being revoked and forfeiture of all deposits and fees paid and the Lathrop – Manteca Fire District may deny any future room reservation requests.

It is hereby understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Lathrop - Manteca Fire Protection District. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will hold the Lathrop - Manteca Fire Protection District and/or their employees, Board, reserves, volunteers, free and harmless from any loss, claim, liability or damages, and/or injuries to persons or property that in any way may be caused by applicant's use or occupancy of said facilities.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained to the grounds, building, furniture, or equipment occurring through the occupancy of said facilities by the applicant. I, the undersigned, have read and agree to abide by the rules and regulations for the facility used as listed in the policy attached to this application. Terms, conditions, obligations, duties and agreements specified herein shall cover all future uses of the Lathrop - Manteca Fire Protection District Training Room by the applicant, with the exception of any terms subsequently negotiated between parties in writing. Application must be submitted fourteen (14) days in advance of reservation.

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Meeting Coordinator Signature

|                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| Signature: _____                  | Date: _____                     |

# Lathrop-Manteca Fire Protection District Training Room Policies

## Policy #: 0.18

The Lathrop-Manteca Fire Protection Training Room serves as a room for the District to conduct its business and serves as a general meeting room for District residents.

To check the availability of the Training Room, call/email Debra Smith @ 209-941-5104 or [dsmith@lmfire.org](mailto:dsmith@lmfire.org).

### Reservation Guidelines

1. Availability is based on a first come, first served basis. Reservations will not be accepted without a completed application. The Lathrop-Manteca Fire Protection District reserves the right to reschedule or cancel any event in its sole discretion without liability.
2. Use of the facility is on a first-come, first-served basis. Reservations will not be taken more than ninety (90) days in advance. Reoccurring reservations will not exceed a six-month duration.
3. The District may decline an application, or terminate any special event, if:
  1. Information contained in the application is false or intentionally misleading;
  2. The Training Room cannot safely accommodate the number of participants expected to participate or participating in the use;
  3. The Training Room cannot safely accommodate the use;
  4. The Training Room is scheduled for maintenance, construction or repair that would represent a threat to the health or safety of participants in the assembly, in which case the District will inform the applicant of any alternative meeting spaces that can accommodate their use; or
  5. The use or proposed use would result in a violation of any federal or state law, or any District rules or regulations.
4. The District reserves the right to make any decisions on any matters not expressly covered by these rules and policy regulations and may require the applicant to provide or submit information which the District determines to be in the best interest of the District in order to protect the facility. However, the City shall consider each application on its merits. The District will not discriminate in granting or denying applications, and will not deny any permit based on political or religious grounds or the content of any message associated with the proposed use.
5. All uses of the Training Room shall be reviewed for conformance to this policy and scheduled by the District. The right to revoke permission for use of this facility at any time is retained by the District.

6. The applicant shall indemnify and hold the District, its officers, agents and employees, harmless from any damage, claims for damage, or judgments for injury to persons or damage to property that is not the result of sole and active negligence or willful misconduct of the District or its employees or agents. The Fire Chief, or designee, may require the applicant to provide \$1 million in comprehensive liability insurance, with an endorsement adding the District as an additional insured. The insurance provided will be primary to, and non-contributory with, any insurance maintained by the District.

### **Use Guidelines**

1. Hours of operation shall be Monday through Sunday, 8:00 am to 9:00 pm. Scheduled use of the Training Room must include preparation and clean-up time.
2. No use shall conflict with local ordinances, or State and Federal laws.
3. No advertising shall be exhibited and no solicitation or sales made in the building or on the grounds without the prior written permission of the Fire Chief or designee.
4. Alcoholic beverages and all illegal substances are strictly prohibited, either in the facility or on the grounds. Firearms are prohibited.
5. No amplified music is allowed.
6. Smoking is not permitted inside any District public buildings.
7. Meeting coordinators should inform participants that the Fire District will not provide message services. No support services or supplies will be provided.
8. No electronic or electrical equipment shall be disconnected or removed from the room or its component stand or shelf. Electrical outlets are provided.
9. The use of nails, screws, tacks, pins or other objects into the floor, walls, ceiling, partitions, doors, door or window casings is strictly prohibited.
10. The meeting coordinator shall be responsible for the condition of the facility; writing surfaces wiped clean, floor cleared of debris, tables & chairs cleaned and set to their original position, and in an orderly fashion. Charges may be assessed against the applicant resulting from the use of the facility, damage to the facility, or additional services in the nature of janitorial work, which may be required due to the use of the facility. The determination of the assessment of charges shall be at the sole discretion of the District.
11. All entry/exit doors shall be secured, locked and the staff member on duty be notified of the end of reserved event use.
12. Authorized representatives of the District shall have the right to enter the facility and all parts thereof at any and all times during a scheduled event.
13. Storage is not available in the Training Room or on the grounds for equipment before or after the event. No exceptions will be allowed.

# Lathrop-Manteca Fire Protection District Training Room Application

Sample -

| Contact Information                  |  |
|--------------------------------------|--|
| Name of Organization                 |  |
| Address                              |  |
| Name of Applicant/Person Responsible |  |
| Applicant or Business Phone #        |  |
| Email Address                        |  |
| Non-Profit Tax ID #                  |  |
| Purpose of Event                     |  |

It is hereby understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during or be caused in any way by such use or occupancy of the facilities of the Lathrop-Manteca Fire Protection District. The applicant further agrees that in consideration of being permitted to use said facilities, he/she will hold the Lathrop-Manteca Fire Protection District and/or their employees free and harmless from any loss, claim and liability or damages, and/or injuries to persons or property that in any way may be caused by applicant's use or occupancy of said facilities.

## Agreement and Signature

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for any damage sustained to the grounds, building, furniture and/or equipment occurring through the occupancy of said facilities by the applicant. I, the undersigned, have read and agree to abide by the rules and regulations for the facility used as listed on the reverse side of this application. Terms, conditions, obligations, duties and agreements specified herein shall cover all future uses of the Lathrop-Manteca Fire Protection District Training Room by the applicant, with the exception of any terms subsequently negotiated between parties in writing. Application must be submitted fourteen (14) days in advance of reservation.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

\*For Official Use Only\*\*

Date Received: \_\_\_\_\_ Approved by: \_\_\_\_\_ Hours: \_\_\_\_\_