

BODEGA BAY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINES

WRITTEN BY: HILL

APPROVED BY: 

NUMBER: 85

SUBJECT: STATION EVENTS

DATE: 13MAY99

UPDATED: 26JUNE2010

This guideline is to establish procedure for events on Bodega Bay Fire Protection District property.

When a request to use the Burke Room or District grounds comes from a public agency, local organization, or private group whose objectives directly serve the best interests of the BBFPD or the community at-large (i.e., State Parks, Fish Fest, Chamber of Commerce, Marine Lab), such training can be scheduled through the duty Captain. Confirm that the event doesn't conflict with any District operation. Write in the name of the agency or organization and the dates and times of the event on both desk calendars in the Operations Office. Route an email message to the Administrative Assistant regarding the event. There is no user fee or cleaning deposit required for these categories of users.

When a request to use the Burke Room or District grounds comes from a private or commercial organization or group, whose objectives may not directly serve the best interests of the BBFPD or the community at-large, permission from the Fire Chief is required. Route an email to the Fire Chief with all relevant information before scheduling this type of event. The Fire Chief will determine whether the event will be held and if any user fee or cleaning deposit is required per the District Administrative Policy Manual. The Administrative Assistant will coordinate contact, documentation, collection, or refund of any user or cleaning deposit fees.

All users of District property will provide proof of liability insurance coverage. The Administrative Assistant will contact the organization or group to obtain evidence of coverage and maintain a current file on ongoing users.

Prior to the start of the event, the on-duty Captain or designee shall make face-to-face contact with the event host or hostess. The Captain or designee shall welcome the group on behalf of the District and pre-brief the host or hostess of location of bathrooms; climate controls; telephones (local calls only); the need for thorough clean-up of both the Burke Room and restrooms after the event; and how to contact a District member should something occur or the event is ready to terminate.

No form of alcohol is to be sold or consumed on District property.

Any Captain shall have the authority to terminate an event where he or she feels there is a threat to the safety of any person or the physical state of District property. Captains shall use the highest level of judgment and professional sensitivity in a decision to terminate an event and shall consider providing an admonition/warning to correct any behavior beforehand. If there is a law enforcement concern or crime occurring, the Sonoma County Sheriff's Office shall be called for intervention and investigation.

In any case where a Captain issues an admonition/warning or terminates an event, an Incident Report shall be forwarded to the Fire Chief.

An event may also be cancelled if there is an emergent need of the District.

Security procedures for events on District property are governed under SOG 66.