



**Ben Lomond Fire Protection District**  
Post Office Box 27, Ben Lomond, California 95005  
Telephone: 831-336-5495 Fax: 831-336-0300

**Meeting Room Use Contract – Single Use**

This contract is entered into by and between Ben Lomond Fire Protection District and \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

1. Business meetings/use of professional non-profit organizations such as Rotary Club, Chamber of Commerce, Business Association, Little League Board, S.L.V. Booster Club, etc . are acceptable when authorized by the Fire Chief.
2. The only rooms allowed for use will be the downstairs kitchen, dining room hall and bathroom. All other areas of the fire station are not open for public meetings/use unless authorized by the Fire Chief. **No one is allowed in the engine bay.**
3. No parking in front of the fire station. The area around the front of the station is clearly marked "NO PARKING; FIRE PERSONNEL ONLY".
4. Children must be directly supervised by an adult at all times.
5. Enter and exit facility through back kitchen or front door.
6. A current Certificate of Liability Insurance is required. **The Ben Lomond Fire Protection District *must* be named as **Additionally Insured** on your policy.** Insurance information must be sent to fire district ***prior*** to meeting/use. Failure to provide required insurance information will result in loss of privilege for the facility.
7. Use of stoves in kitchen must have authorization from the Fire chief. All food, drink, and utensils are to be provided by the organization hosting the meeting/use.
8. The hall is expected to be left in the same condition of cleanliness and orderliness as found. A \$50.00 per hour will be charged in any clean-up.
9. Scheduled or unscheduled Ben Lomond Fire Protection District meetings or training will take priority over any other scheduled meetings. The Fire District will try to give at least 24 hour advance notice of your cancellation. Please provide us with a contact person and phone number.

10. To reserve the meeting room, have an officer of your organization come by the fire station, Monday through Friday 8:00 a.m. to 4:00 p.m. to have the date of your activity marked on the calendar. This must be done at least 10 days in advance. Then, call 24 hours prior to the reserved date to arrange access to the room. Groups that would like to reserve hall for ongoing meetings /use, please contact the Fire Chief or Administrative Secretary to access and review meeting dates. You are responsible to lock up after use.
11. The Ben Lomond Fire Protection District retains the right to change any of the above guidelines at any timer.
12. Non-adherence to the above rules will result in loss of the use privilege for this facility.
13. Usage contract must be renewed annually (January 1 of each year).

\_\_\_\_\_ Certificate of Liability Insurance coverage received with Ben Lomond Fire Protection District named as additionally insured.

\_\_\_\_\_ Meeting room was clean and orderly after use.

I understand and agree to abide by the above rules and regulations. I understand that failure to abide by the above rules and regulations may result in loss of use privilege for future meetings/use.

\_\_\_\_\_

Organizations Name

Date of Event

\_\_\_\_\_

Contact Name

Phone Number

\_\_\_\_\_

Signature

Date

\_\_\_\_\_

Fire Department Representative (Print)

\_\_\_\_\_

Signature

Date

## HOW THE SPARTA INSURANCE PROGRAM WORKS

The SPARTA Insurance Program was developed to assist special event holders meet the insurance requirements of Fire Protection Districts when using their facilities. The program is designed to provide General Liability Insurance coverage for activities held on the Fire Protection District's property by the general public or activities sponsored by the Fire Protection District and held at locations not owned or operated by the District.

### SPARTA Insurance Programs Web Based Application Instructions

- 1) Navigate to the SPARTA Insurance Programs website: <http://2sparta.com>
- 2) On the Home Page click the link: PROMPT Cover – Special Events Liability Insurance.
- 3) On the PROMPT Cover page click the link: PROMPT Cover Application.
- 4) On the PROMPT Cover Special Event Application page complete the application fields.
- 5) Under POLICY INFORMATION, PUBLIC ENTITY: type in the name of the Fire Protection District.
- 6) At the completion of the application click PRINT before clicking SUBMIT APPLICATION.

From the submitted application the SPARTA program administrator Merriwether & Williams Insurance Services, Inc. will email, fax or mail a quotation. The quotation contains specific information about the insurance coverage and requirements for purchase. To secure enrollment, a cashier's check or money order\* for the amount of the premium is submitted with the signed quotation. Upon receipt of payment a Certificate of Insurance, based on the Fire Protection District's FAIRA pre-approved master policy, will be issued and coverage will be activated.

*\* Credit card payment is also available, however an additional fee of approximately \$3 per \$100 of premium will be added to your quotation to cover processing fees.*