

POLICY V.B BUILDING USE POLICY

A. GENERAL

The City of Bonners Ferry intends to allow use of the public facilities in accordance with the following guidelines:

B. FIREHALL

1. Use only by non-profit organizations.
2. Must follow acceptable uses as regards building capacities, activities, heating procedures, etc.
3. User provides: a) liability insurance, unless waived; b) signed Building Use Application/Agreement; c) fees paid in advance.
4. Building use charge as set by council resolution. Minor kitchen use is allowed in accordance with posted rules. Fee may be waived if there is a City department involved and attending the meeting.
5. Meeting room must be cleaned and swept afterwards. Kitchen requires sweeping and mopping. The building must be secured when leaving.
6. Use is specifically limited to the upstairs meeting room, kitchen, and restrooms for the function described under "I" in the Fire Station Use Application/Agreement.
7. The City of Bonners Ferry reserves the option to review and reject any application without cause.

C. CITY HALL

1. Use only by non-profit organizations.
2. Only during regular business hours or when City employees are present.
3. Must follow acceptable uses as regards building capacities, activities, heating procedures, etc.
4. The City of Bonners Ferry reserves the option to review and not allow any requested use without cause.
5. Keys to City Hall will not be provided to any non-city representatives.

D. INTERNATIONAL GATEWAY VISITORS CENTER

1. Must follow acceptable uses as regards building capacities, activities, heating procedures, etc.
2. User provides: a) liability insurance, unless waived; b) signed Building Use Application/Agreement; c) fees paid in advance.
3. Building use charge as set by council resolution.
4. Meeting room must be cleaned and vacuumed afterwards. The building must be secured when leaving.
5. Use is specifically limited to the upstairs meeting room for the function described under "I" in the Visitors Center Use Application/Agreement.
6. The City of Bonners Ferry reserves the option to review and reject any application without cause.

FIRE STATION USE APPLICATION/AGREEMENT

I. Describe requested use (activity, date, time, etc.)

II. I hereby request City approval to use public facilities for the use described above. I agree on behalf of myself and the organization which I represent to follow and adhere to the City's Building Use Policies and to indemnify and hold harmless the City and any employee, officer, official, and agent of the City of Bonners Ferry from any and all manner of action or actions, cause or causes of action, claims, suits, injury, damage, or demands arising directly or indirectly out of the use of the Fire Station as described above. I acknowledge that the City is in no way involved or participating in the proposed use. In the event the City shall be required to initiate legal action to enforce any terms of this agreement, the undersigned on behalf of its organization, agrees to reimburse all such reasonable legal expenses to the City.

III. Special Conditions:

Dated this _____ day of _____, _____, at Bonners Ferry, Idaho.

Signature of Responsible Party

Name of Organization

Attest:

City of Bonners Ferry

VISITORS CENTER USE APPLICATION/AGREEMENT

- I. Describe requested use (activity, date, time, etc.)

- II. I hereby request City approval to use public facilities for the use described above. I agree on behalf of myself and the organization which I represent to follow and adhere to the City's Building Use Policies and to indemnify and hold harmless the City and any employee, officer, official, and agent of the City of Bonners Ferry from any and all manner of action or actions, cause or causes of action, claims, suits, injury, damage, or demands arising directly or indirectly out of the use of the Visitors Center as described above. I acknowledge that the City is in no way involved or participating in the proposed use. In the event the City shall be required to initiate legal action to enforce any terms of this agreement, the undersigned on behalf of its organization, agrees to reimburse all such reasonable legal expenses to the City.

- III. Special Conditions:

Dated this _____ day of _____, _____, at
Bonners Ferry, Idaho.

Signature of Responsible Party

Name of Organization

Attest:

City of Bonners Ferry