



## **Diamond Springs – El Dorado Firefighters' Association**

A Non Profit/Public Benefit Corporation ~ Tax ID #68 0053528  
501 Main Street Diamond Springs, CA 95619 ~ (530) 626-3190 Fax (530) 626-3188  
[www.diamondfire.org](http://www.diamondfire.org)

### **15.1 Policy**

- 15.1.1 The Firefighters Hall exists to support the Association and the District by providing a facility for business, education and community use.
- 15.1.2 The Association will make the Hall available to the El Dorado County Office of Emergency Services for emergency use as an evacuation shelter for Command Functions. This occurrence may preempt any function occurring in the facility, at the time of their need, with the authorization of a Duty Chief.

### **15.2 Restrictions**

- 15.2.1 The Hall has a maximum capacity for assembly of 300 persons, and for dining of 185 persons.
- 15.2.2 Rental includes the use of the hall, tables and chairs and the use of the kitchen as outlined below. We do not provide any cookware, dishes or utensils. The large commercial refrigerator is for the renters use, the smaller refrigerator/freezer is not.
- 15.2.3 Outside areas (patio and grass) are a separate rental.
- 15.2.4 See rental agreement for additional restrictions.

### **15.3 Fees**

- 15.3.1 Deposit: All users must pay a security deposit in addition to the rental fee. The deposit will be refunded if the facility is left clean, with no damage and there were no alcohol related incidents. See rental agreement for the cleaning list, additional damage fees and alcohol violations.

### Security Deposit:

- \$200 Security Deposit, due at signing of contract
- \$450 Additional Alcohol Deposit (more than 50 people with alcohol served or consumed), due two weeks prior to event date

15.3.2 0 – 4 hour meeting rental, does not include use of the kitchen = \$200.00

15.3.3 0 – 24 hour rental, includes use of the kitchen = \$325.00

15.3.4 For any function that the renter is intending to sell services, product or merchandise for a profit = \$325.00

15.3.5 Rental of the outside patio and grass area, includes use of the barbeque = \$325.00

15.3.6 Association Members in good standing may rent the facility for their own use one time per calendar year for \$100.00. This use may not be donated to another individual or group. Security deposits will still apply.

15.3.7 Benefit Functions for any El Dorado County Firefighter or his/her immediate family will be donated at no charge. Security deposit will still apply.

### **15.4 Rental Procedure**

15.4.1 Ask how many will attend, will alcohol be served or consumed.

15.4.2 Check the current scheduling calendar for date availability.

15.4.3 If available, pencil in their name, phone #, type of function, number of attendants and alcohol or no alcohol into the corresponding date. If there is already a reservation in the calendar in pencil, then take their information down, call the one already in the calendar and ask if they still are intending to use the hall that day.

15.4.4 Advise them this is a tentative reservation until the \$200 security deposit has been received along with the signed lease agreement. Fill in the blanks on the contract, as appropriate on all pages, indicate payment and file in the correct month folder in the file box. The first of the month should be toward the front of the folder and the last of the month toward the back of the folder. When the deposit is paid and the lease agreement is completed and signed, the reservation is confirmed.

15.4.5 The rental money and additional alcohol deposit is due two weeks prior to date of rental. Rental money paid after the two week due date must be paid in cash, unless from a reputable commercial account.

15.4.6 A copy of the insurance policy specifying insurance for the Association Facility must be received prior to occupying the facility.

15.4.7 Checks should be written to the DSEDFFA and must contain the date of the rental and indication of if it for the deposit or rent. Please note on the lease agreement (appendix 3) and in the calendar that the payment has been made.

15.4.8 Entities wishing to rent the hall for multiple days should be referred to the hall manager for booking.