

CLARENCE FIRE DISTRICT NO. 1
RULES AND REGULATIONS GOVERNING BUILDING AND GROUNDS

I. **SCOPE:**

The Board of Fire Commissioners of Clarence Fire District No. 1 has established a policy on rules and regulations governing Fire District buildings and grounds.

II. **OBJECTIVE:**

The objectives of this policy are to preserve the quality of Clarence Fire District No. 1 buildings and grounds and safeguard its firefighters, employees and guests.

III. **DISTRICT GUIDELINES:**

The following rules and regulations are established:

1. Boots or firematic equipment will not be worn in any part of the building except the equipment room.
2. Visitors/Guests are to be accompanied by a Fire Company member, District employee or Commissioner at all times.
3. Parking is to be only in designated areas. There is to be no parking in front of the fire hall at any time.
4. Parking on the east side of the building will be limited to deliveries and services only.
5. There is a 15-MPH speed limit on Fire District property. Driving in any area except drives and parking area is prohibited.
6. Repairs and maintenance to buildings and grounds, as well as regulation of building systems (example – heating/air conditioning) shall only be by approval of the Board of Fire Commissioners.
7. No one is to be on the building roof for any reason. This includes fire drills.
8. a.) All exterior doors are to remain closed and locked except when in use and/or attended to by a Fire Company member, District employee or Commissioner.
b.) Interior doors between sections of the building are to be closed and locked when not in use or attended.
9. All firematic functions are to be under the supervision of the Chief. All other Fire Company social functions are to be under the supervision of the President.
10. Signs, notices or decorations will not be affixed to any wall, ceiling, etc. without permission of the Board of Fire Commissioners.
11. Vehicles with studded tires are not to be inside the building.
12. The Board of Fire Commissioners must approve any person employed for any purpose pertaining to the building or grounds.

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- III. 13. If the building and/or grounds are not kept in a clean and orderly manner the use of the same will be denied.
- 14. Lights shall be turned off in areas not in use except those designated to be left on for security reasons.
- IV. There are no exceptions to the above stated rules and regulations.
- V. The Board of Fire Commissioners can amend this policy at any time.
- VI. This policy rescinds the Clarence Fire District guidelines dated January 14, 1994.
- VII. This policy is adopted effective October 13, 2003.

By Order of the Board of Fire Commissioners
Clarence Fire District No. 1
Policy Number 03-10-20

F:/District Secretary/Policies/Rules and Regs Governing Fire Hall