

Mayne Island Improvement District

Grounds Usage Policy & Event Application

PURPOSE

The Mayne Island Improvement District (MIID) Grounds Usage Policy establishes guidelines for use of the outdoor property surrounding all buildings on MIID property including but not limited to the Fire Hall, Health Centre, Ambulance Station, Schoolhouse & Heliport. The policy is designed to mitigate safety issues and hazards associated with unauthorized grounds usage on the property which is designed to accommodate Emergency Services.

PROCEDURE

Application for use must be made at least 24 hours before the scheduled event. In order to grant permission, the following must be completed:

- Each Event Application (see attached) must be completed in full and be pre-authorized by staff;
- Emergency Procedures, Terms and Conditions and Liability Waiver must be acknowledged.

RESTRICTIONS OF USE

Grounds usage may be scheduled only during normal business days and operating hours, except in extenuating circumstances and shall be evaluated on a case-by-case basis. Grounds usage shall not be unreasonably withheld; however, permission is at the sole discretion of the Fire Chief, Deputy Fire Chief or Corporate Administrative Officer.

***EVENT APPLICATION ATTACHED**

Mayne Island Improvement District Event Application

For the use of the outdoor property at 520 & 526 Felix Jack Rd
(Fire Hall, Health Centre, Ambulance Station, Schoolhouse or Heliport)

THIS FORM MUST BE COMPLETED IN FULL			
Before your event can take place, MIID will require a copy of this booking form signed (or returned to us via email) to indicate compliance with the terms and conditions.			
Contact Details			
Organization or individual hosting the event:			
Telephone:		Alt Tel:	
Name of Authorized Representative:			
Tel. of Contact Person:		Alt Tel:	
E-mail:			
Event Details			
Name of Event:			
Description/Nature of Event:			
Date of Event:			
Start Time:		End Time:	
Approx. Number of Attendees:			
Description of Attendees: (check all that apply)	<input type="checkbox"/> Public <input type="checkbox"/> Staff <input type="checkbox"/> Volunteers		
Area(s) Requested:			
Additional Comments:			
Emergency Procedures			
An authorized representative must initial in each box marked with an * to acknowledge important safety information:			
Safety	The Authorized Representative must be on-site and reachable by telephone for the duration of the event. In the case of an emergency services response, administration will contact the Authorized Representative with detailed instructions.		*
Heliport	Take note of the heliport landing zone lighting immediately surrounding the helipad and health centre. Lights will be illuminated prior to a helicopter landing. Helicopter wash can cause significant damage. All furnishings, belongings and loose items must be immediately secured and attendees must keep a safe distance away.		*
Emergency Services Response	Expect heavy vehicle traffic in the event of an emergency services response. Keep a safe distance from all vehicle traffic areas including the heliport.		*

Mayne Island Improvement District Event Application

For the use of the outdoor property at 520 & 526 Felix Jack Rd
(Fire Hall, Health Centre, Ambulance Station, Schoolhouse or Heliport)

Terms and Conditions		
An authorized representative must initial in each box marked with an * to agree to the terms and conditions.		
Insurance & Liability	Depending on the nature of the event, proof of insurance may be required.	*
First Aid	First aid for event purposes is the responsibility of the Authorized Representative. In the event of an emergency dial 911.	*
Parking	Parking is provided only in the parking area at the front of the fire hall building at 520 Felix Jack Rd. Guest parking is not permitted anywhere else on the property.	*
Impact & Damage	Groups causing damages will be assessed a damage fee equal to the restoration cost.	*
Furniture & Furnishings	No furniture or furnishings may be moved without prior permission. All event furniture or furnishings must be removed at the end of the event.	*
Child Protection	Attendees under the age of 19 are the responsibility of the Authorized Representative. If children will be a part of your event please provide more detailed information in the comment section.	*
Policies	Events or social gatherings must follow the guidelines of the associated MIID policies and MIVFD standard operating guidelines, including but not limited to: <ul style="list-style-type: none"> • Drug and Alcohol Policy and Agreement • Staff & Volunteer Confidentiality Agreement • Expense Reimbursement Policy • Fire Fighter Code of Ethics • Workplace Bullying and Harassment • MIID Code of Conduct (Under Development) 	*
Liability Waiver		
An authorized representative must initial in each box marked with an * to acknowledge release of liability:		
Mayne Island Improvement District (MIID) and Mayne Island Volunteer Fire Department (MIVFD), including Volunteers, Employees, Trustees and Contractors, assume no responsibility for loss or damage to possessions of, or equipment and materials used by user groups, individual attendees, their employees or volunteers, nor for any injury to any person as a result of, or in any way arising from, any given use of the outdoor grounds. Users must agree to indemnify and hold harmless MIID and MIVFD including Volunteers, Employees, Trustees and Contractors against any and all claims, actions or causes of action, whether relating to personal injury or loss or damage to any item, which results from or in any way arises out of the use of any of the outdoor grounds. MIID and MIVFD including Volunteers, Employees, Trustees and Contractors are not responsible for any theft or damage to user's property.		*
Authorized Representative		
By signing below, I certify that I have the authority to enter into this agreement, I have read and agree to abide by Mayne Island Improvement District's terms and conditions of exterior grounds use as outlined above.		
Print Name:	Signature:	
Date:		
Staff Member Authorizing This Event		
Print Name:	Signature:	
Position/Title:	Date:	