

Fairfield Regional Fire School

Facility Use Policy

1. Purpose

The Fairfield Regional Fire School (FRFS) is a community training site. This policy explains how classrooms, the cafeteria, training bays, and outdoor training areas may be used. The goal is to keep the facility safe, clean, and ready for both firefighters and outside groups.

2. General Rules

- The facility must be used in a safe, respectful way at all times.
- Alcohol, drugs, and tobacco are not allowed.
- Food is not allowed in classrooms without permission. Drinks with lids are okay.
- Tables and chairs must be returned to their original spot and rooms cleaned after use.
- No signs, posters, or advertising may be posted without permission.
- Use of FRFS space does not mean the Fire School or Town of Fairfield endorses the group.

3. Reservations

- Space must be reserved at least 3 days in advance.
- Reservations are first-come, first-served.
- Groups must follow posted room capacity limits.
- If an event is expected to be controversial or very busy, the Fire School may require a staff representative. Costs for this staff will be paid by the host group.
- Extra equipment (projectors, Zoom, speakerphones) must be requested in writing and may not always be available.

4. Access and Set-Up

- FRFS provides only basic room setup (tables, chairs, standard equipment).
- Users must provide their own supplies (cups, plates, napkins, etc.).
- Custodial staff will clean restrooms and common areas, but groups must clean up their own space.
- The Fire School keeps the right to enter any room at any time.

5. Safety Rules

- All users must follow state and local laws, Fire School rules, and fire marshal limits.
- Live fire training must follow NFPA 1403 and the FRFS Red Flag/High Fire Danger guideline. If conditions are unsafe (for example, Red Flag Warnings), training will be postponed or cancelled.
- Groups may not bring or use firefighting foam with PFAS chemicals.

6. Damage and Liability

- Groups are responsible for any damage they cause.
- FRFS and the Town of Fairfield are not responsible for lost, stolen, or damaged personal items.
- If extra cleaning is needed, the cost will be billed to the group.
- Groups must carry proper insurance and provide proof before their event.

7. Cancellations and Refunds

- If FRFS cancels a class, all fees are refunded.
- If a student withdraws 48 hours before a class, they receive a full refund minus the registration fee.
- If less than 50% of a course is completed, a prorated refund may be given. No refund is given after 50% completion.
- Failure to pay before class begins will result in removal from the course.

8. Consequences for Policy Violations

- Users who break the rules may be asked to stop their activity or leave the building.
- Repeat or serious violations may result in loss of future use.
- Fees may be charged for damage, extra cleaning, or improper use of space.

Facility Use Reservation

By signing this reservation form below, you are confirming you have read and agree with the rules and conditions set forth by the facility regarding its use.

Sponsoring Organization: _____

Primary Contact Name _____ Phone _____ Email _____

Secondary Contact Name _____ Phone _____ Email _____

Brief Description of Event: _____

Date Requests: Recurring _____

Single Request: _____

Building Access Time: _____ Program Start Time: _____ Program Completion Time: _____

Specific areas requested: ☐ Zoom Classroom (85 seated), ☐ Zoom Classroom 111, (35 seated)

☐ Small Classroom 112 (35 seated), ☐ Burn Building A (no live fire), ☐ Burn Building B (live fire)

Additional needs: ☐ Cafeteria, ☐ Apparatus Floor, ☐ Extrication Area, ☐ Propane Prop,

☐ Other: _____

Requested By Signature _____

Date _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Connecticut Interlocal Risk Management Agency
900 Chapel Street
New Haven, CT 06510

CONTACT NAME: Penny Smith

PHONE (A/C No. Ext): 203-946-3793

FAX (A/C No.):

E-MAIL: psmith@ccm-ct.org

ADDRESS:

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Connecticut Interlocal Risk Management Agency

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Town of

Address

COVERAGES

CERTIFICATE NUMBER: 17667

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE CERTIFICATE HOLDER FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR AGREEMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY ANY CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY				07/01/2014	07/01/2015	EACH OCCURRENCE 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)
	☐ CLAIMS-MADE ☐ OCCUR						EXP (Any one person)
	GEN'L AGGREGATE						PERSONAL & ADV INJURY 1,000,000
	☐ POLICY ☐ LOC						GENERAL AGGREGATE 3,000,000
							PRODUCTS - COMP/OP AGG
	AUTOMOBILE						COMBINED SINGLE LIMIT (Ea accident)
	☐ ANY AUTO						BODILY INJURY (Per person)
	☐ ALL OWNED AUTOS						BODILY INJURY (Per accident)
	☐ HIRED AUTOS						PROPERTY DAMAGE (Per accident)
A	UMBRELLA LIAB			LAP2014003777	07/01/2014	07/01/2015	EACH OCCURRENCE 10,000,000
	☒ EXCESS LIAB						AGGREGATE 10,000,000
	☐ DED ☐ RETENTIONS						
A	WORKERS COMPENSATION AND EMPLOYERS LIABILITY			WC2014003782	07/01/2014	07/01/2015	☒ WC STATUTORY LIMITS ☐ OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE 1,000,000
							E.L. DISEASE - POLICY LIMIT 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

EVIDENCE OF INSURANCE

CERTIFICATE HOLDER

Town of Fairfield
Fairfield Regional Fire School
205 One Rod Highway
Fairfield, CT 06824

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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