

Suffield Volunteer Ambulance Association



PO Box 642 205 Bridge Street Suffield CT 06078 Phone: 860-668-3881 Fax: 860-668-3884

Building Use Agreement:

Date: _____

Name of Organization: _____

Purpose of Organization: _____

Intended Use of Facility: _____

Organization contact person: _____

Telephone 1 _____

Telephone 2 _____

Email Address _____

I have read, understand and will abide by the Suffield Ambulance Association Building Use Policy. I understand that my organization must keep contact information, name and phone numbers, current. I have received a copy of the SVAA Greeting. Prior to use the facility, I will read the SVAA Greeting to the organization that I represent.

Signature of Contact Person (If completed online, my typed name will serve as my signature)

Printed Name of Contact Person

SVAA Guest Greeting

To be read by all groups using the Zak Ambulance Center:

Welcome to The Zak Ambulance Center, home of the Suffield Volunteer Ambulance Association.

We are pleased to offer you the opportunity to meet here. We are very proud of our building and hope you enjoy it as much as we do.

Please remember that this building is the property of Suffield Volunteer Ambulance and is private property. It is not a town-owned public building. We open it up to selected community and non-profit groups without charge in recognition of the significant support we received in building this facility.

We ask that you observe a few guidelines during your visit:

- This is a working facility for an emergency service. If you would like a tour, please ask one of our members. Please do not wander around the building unescorted.
- All children are to remain with their parents at all times while in the SVAA facility. No unsupervised children are allowed in the facility. This includes the Day Room.
- There are restrooms in the main hall for your convenience.
- The day room is the crew lounge where our on-duty personnel stay during their shift. Please be respectful of their privacy if the door is closed.
- The Mickelson Training Center has a state-of-the-art computer and projection system for use in teaching classes to our members. Please do not use it unless you have been cleared to do so and trained in its use by our chief or his designee.
- Please leave the room in the condition you found it. We ask our members to maintain the facility and don't believe it's fair that they should be asked to clean up after outside groups using the facility.
- This is a no smoking facility.
- When you leave, please turn off lights and be sure the front door is closed and locked.
- If there is anything we can do to assist you during your visit here, please ask one of our members.

If you have any comments or concerns about your visit, please contact Linda Stevenson during normal business hours at 668-3881 or by email at l Stevenson@suffieldems.org.

Finally, we are always looking for new members. If you would like to learn more about our organization, please ask one of our members or contact Chief Groux.

SUFFIELD VOLUNTEER AMBULANCE ASSOCIATION

Policy Manual

Revised: February 19, 2016

6.1 BUILDING USE

Purpose

This policy establishes guidelines for use of the meeting rooms within the Amiel and Mary Anne Zak Ambulance Center. This includes Training Room A and B, the Conference Area and other facilities in the building.

Responsibility

The Chief is responsible to manage this process. He may delegate some aspects of this management to an operational officer or an administrative assistant.

Intent

It is the intent of this policy to allow reasonable, responsible access to our facility by members and outside community groups in an organized manner.

Approved organizations

The Office Manager will maintain a list of organizations approved to use the facility. Organizations desiring to be approved will fill out a form indicating the purpose of the organization, the type of use desired and leadership contact information. The SVAA reserves the right to refuse use of the facility by organizations whose goals are inconsistent with the principle purpose of the Suffield Volunteer Ambulance Association.

Scheduling

Once an organization has been approved, their representative should call the Office Manager in order to schedule the use of a particular room. The training room and conference area will generally be available for outside organizations. The crew ready room is reserved for the duty crew's use, although organizations may be able to use the food storage or preparation areas with permission. Reservations cannot be made any sooner than 6 weeks prior to the start of the program or training.

In order to accommodate reasonable scheduling of the facility, SVAA members are asked to plan their use of the building at least 6 weeks in advance. In this way, the needs of the SVAA and its members can be given first priority.

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Facility Closings

The SVAA reserves the right to close the building during emergencies, weather-related or other. If you think there may be an emergency-related closing, check with the SVAA prior to arrival.

Priority of Use

The following is the priority of use for the facility:

- Emergency SVAA meetings and functions
- Official SVAA meetings and trainings
- Meetings or trainings being held by members, not official SVAA events (for example, a CPR class)
- Use by other organizations

Member Use

Members in good standing may use the facilities for meetings, training and community events specifically endorsed or authorized by the Chief of Service without going through the approval process. All other requests must follow the process outlined in this policy.

Responsibilities of Individuals or Organizations Using Facilities

A representative of the organization using the facility is responsible to pick up a key, restore the room to its original condition, and return the key and report problems to the Office Manager or their designee.

Any organization offering a training program for a fee to any residents of the Town Of Suffield or any Emergency Responder training will offer to the Association a minimum of 2 seats in the program. These seats will be offered with no fee to the Association or member attending. These openings will be filled by the Chief of Service, keeping in mind any prerequisites required for participation in the program.

Failure to fulfill these responsibilities may result in the organization losing building use privileges.

Use of any Audio Visual items in the facility must be requested at time of reservation. At no time is any user allowed to alter settings, wiring or configuration of the Audio Visual Equipment.

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Cost

Community and non-profit organizations and members may use the facility at no charge. Donations are greatly appreciated to assist in general up keep of the facility.

The SVAA reserves the right to bill for damage done to the property.