

Fairfield Regional Fire School Facility Usage Fee Policy

Effective: **July 1, 2007**

**New Policy: All outside instructors must provide a copy of their instructor certification and complete the liability release forms.
Forms can be obtained by logging onto www.fairfieldfd.com.**

Rental Fees	Federal/State/Local Government Agencies		Private Sector
	Business Hours M-F 8:00 to 5:00	Non-Business Hours Nights & Weekends	Anytime
Classroom Usage	No Charge	\$150.00 Weekday Nights \$200.00 Weekends	\$250.00
Live Practicals including: <ul style="list-style-type: none"> • Vehicle Fires, • Extrication, • Tower without live fire • Live Fire Training – Class A Burn Building • Live Fire Training – Propane • Confined Space Rescue Simulator and Classroom 	<i>Cost of Consumables</i> (Hay, Gas, Propane, Smoke)	\$150.00 Weekday Nights \$200.00 Weekends <i>plus Cost of Consumables</i> (Hay, Gas, Propane, Smoke)	\$250.00 <i>plus Cost of Consumables</i> (Hay, Gas, Propane, Smoke)
Safety Officer or Instructor Services for Live Burns or Hazardous Activities (in addition to the above usage fees)	\$75.00 for the first 3 hours \$25.00 each additional hour <i>plus Cost of Consumables</i>	\$75.00 for the first 3 hours \$25.00 each additional hour <i>plus Cost of Consumables</i>	\$75.00 for the first 3 hours \$25.00 each additional hour <i>plus Cost of Consumables</i>

There will be a \$100.00 cancellation fee if your organization/department does not cancel 48 hours prior to your scheduled training or if your group does not show.

Any organization using the facility MUST provide us with an insurance certificate and liability release. Please contact us for more information.

All rooms are equipped with the following equipment:
Overhead Projector, VCR/DVD and TV, White Board and Easel Chart.
Specialized A/V equipment (LCD Projector) is available on a first come/serve basis.
Cost for use of copy machines will be calculated at a rate of \$.25 per copy above 30 pages.

The School reserves the right to assess a fee for staff support when necessary. This fee will be based upon the actual cost of employee support.

Facility use fees will be reviewed on a case by case basis for private sector entities using Fire School facilities for programs which result in a profit.

Municipal fire and emergency service departments/organizations are exempt from fees with the exception of those situations which require the scheduling of staff support during non-business hours or the use of propane, liquid smoke, etc that require special assistance. Normal hours are Monday through Friday, 08:00 to 17:00 hours.

Payments should be made by check (NO CASH) to the Fairfield Regional Fire School and should be submitted prior to the date of your class.

If you are scheduling a live burn, it is required that you complete the Live Fire Training Pre-Burn Permit (downloadable version available at www.fairfieldfd.com) AND a copy of your safety officer's state certification.

Reminder: The Connecticut Fire Academy MUST be notified by the lead instructor so they may observe any Firefighter 1 and/or 2 burn programs. Contact the CFA Certification Division with any questions regarding this policy.