



Grounds Usage Request Policy

Purpose:

The purpose of this policy is to set standards for scheduling and utilizing SCTA grounds.

Policy:

When a fire company or an organization request to use SCTA grounds, the New Facility Request Form will be submitted no less than 10 days and no more than 30 days prior to the requested date. If dates or times need to be changed, please notify the Training and Exercise Specialist. If the fire company or organization needs to cancel for any reason, please notify the Training and Exercise Specialist. After use of the grounds, the After Grounds Usage Form shall be filled out within 72 hours. Failure to complete the form, will result in the fire company or organization being restricted from using the grounds again until successful completion of the form.