



**ONTARIO PUBLIC SAFETY TRAINING CENTER  
Facility Use Application**

Public Safety Agency (No Fee)

Non-Public Safety Agency (\$100/Day)  
*(Please see Public Use Policy)*

Applicant/Agency Information:

Responsible Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Date(s) and Time(s) Requested: \_\_\_\_\_

Sponsoring Agency (OFR, OPD, Jacobs, City of Ontario): \_\_\_\_\_

Sponsoring Agency Contact: \_\_\_\_\_

The Ontario Public Safety Training Center, located at 55 NE 2<sup>nd</sup> Street, in Ontario, Oregon, is regularly used, operated, and maintained by the City of Ontario, Ontario Fire and Rescue, and the Ontario Police Department. Open dates and times are available for other public safety agencies to use the facility if the purpose of the event is related to public safety.

A responsible person from the agency requesting use of the facility is required. The responsible person shall ensure that arrangements are made with the sponsoring agency contact for access to the facility, computer/technical needs, cleaning, and securing the facility.

The sponsoring agency contact is responsible for ensuring that the needs of the requesting agency are met, including access into the facility, cleaning procedures, and that the facility is secured (all doors locked and alarm set) at the end of use. The sponsoring agency contact is ultimately responsible for the condition of the facility after its use.

Every effort shall be made to keep the facility in good, clean working condition. The facility shall be cleaned and organized after each use and approved by the sponsoring agency contact. Please notify the fire department when the outside residential trash receptacle is full.

By signing below, the applicant/agency understands and agrees to the above requirements for use:

\_\_\_\_\_  
Requesting Agency Responsible Person

\_\_\_\_\_  
Sponsoring Agency Contact

*\*Signature above includes acknowledgment of the Ontario Public Safety Training Center Public Use Policy.*



## ONTARIO PUBLIC SAFETY TRAINING CENTER Public Use Policy

The Ontario Public Safety Training Center is owned by the City of Ontario, Oregon and is purposed to encourage and enhance training for public safety agencies throughout the area. Public safety agencies, upon application and approval, may utilize the facility for training events and activities throughout the year. Application processing and facility scheduling are provided by Ontario Fire and Rescue. Applications can be obtained from Ontario Fire and Rescue via email request, in person, or via the City of Ontario website ([www.ontariooregon.org](http://www.ontariooregon.org)). Public safety agencies approved through the application process are not required to pay usage fees. Examples of agencies that are considered public safety agencies are agencies that provide fire protection, law enforcement, code enforcement, emergency medical services, emergency planning, and public works.

Non-public safety agencies, companies, private businesses, and other groups can apply to utilize the Public Safety Training Center through the application process described above. These fees help offset the operating costs of the facility. Usage fees for non-public safety agencies, companies, private businesses and other groups are follows:

Training center main building (large classroom, meeting room/kitchen, and restrooms) = \$100 per day.

If applicable, fees must be paid in full prior to dates requested/facility use.

Application times for events and activities shall include any required set up and clean-up time required. Non-public safety agencies and other users are required to apply for approval, including obtaining a sponsoring agency and sponsoring agency contact who will oversee access to the facility and will ensure the facility is cleaned and secured after use.

**PLEASE NOTE: Ontario Fire & Rescue agency sponsors are not available for access prior to 8:00 AM on weekdays or anytime on weekends without specific arrangements.**