



## Idaho Peace Officer Standards and Training Driving Track User Agreement

Organization Name:	Organizer Name (person requesting reservation):
Address:	Organizer Phone Number:
City, State, Zip:	Organizer E-mail:
Event:	Facilitator Name (responsible person on-site during event):
Days of Use:	Facilitator E-Mail:
Hours of Use:	Facilitator Phone Number:

By affixing their signatures below, the requesting organization and Idaho Peace Officer Standards and Training (POST) agree to the following terms and conditions for use of the requested classroom(s):

1. The person identified above as "Facilitator" will be on site during the scheduled event and will assume responsibility for ensuring POST facility rules of use are followed and serve as point of contact for the duration of the event.
2. This form must be returned within 5 business days of receipt. Facility reservations will be finalized after POST receives this form with required signatures affixed. Your reservation is not confirmed until you receive written notice of confirmation from the POST Facilities Coordinator.
3. If fees for this reservation are applicable an invoice will be sent to the organizer and must be paid in full within 30 days after conclusion of the event.
4. If keys are provided, they must be returned to POST staff prior to the close of business on the final day of the event. Failure to return keys will result in additional fees of \$150.00 for each key.
5. The organizer and facilitator have both read and understand POST facility use rules as set forth in POST Policy 12.30, sections F and K.3, attached.
6. Users of POST equipment and facilities understand that they do so at their own risk and that any damage or injury is the sole liability of the user. Users will hold harmless the State of Idaho, its agents or employees, jointly or severally, from any and all civil or criminal claims which might arise from the use of said equipment.
7. I am authorized to sign this agreement and accept terms of this agreement on behalf of the agency listed above.

\_\_\_\_\_  
Organizer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
POST Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facilitator Signature

\_\_\_\_\_  
Date



# Idaho Peace Officer Standards and Training

## Driving Track User Agreement

### General rules and driving track rules of use from POST Policy 12.30, Facilities and Equipment:

#### Driving Track

1. The driving track may be scheduled for weekend use without additional fees.
2. If a classroom is needed in conjunction with the track it must be included with the request.
3. POST EVOG vehicles and traffic cones may be available for use as approved by the Fleet Coordinator. If traffic cones or EVOG vehicles are requested for use, the Facility Coordinator will forward the request to the Fleet Coordinator. Equipment and vehicle reservations will be completed by the Fleet Coordinator and confirmed via email to the event organizer.
4. POST reserves the right to cancel or reschedule use of the track due to inclement weather. If use requires snow removal and the event organizer opts not to reschedule, additional fees may apply.
5. Any keys issued for facilities or vehicles must be returned to the POST Fleet Coordinator immediately upon conclusion of the event. Lost or unreturned keys will result in additional fees of \$150.00 per key.
6. All doors and gates must be locked upon departure from the facility.
7. For vehicle training, the organizer will ensure that a reasonable number of certified instructors are on hand during training activities.
8. Vehicles must not be left on the track or adjacent areas following conclusion of the event, unless otherwise approved in writing from an authorized POST representative. POST owned vehicles should be returned to their designated parking space.
9. The facilitator is responsible for ensuring that trash and foreign items are removed from the track and adjacent areas and disposed of appropriately.
10. Parking or driving any vehicles off of the paved surface of the track is prohibited. Damage or disturbance to non-paved areas will promptly be repaired by the organizer or additional fees may be charged.
11. Training activities that appear to be unsafe or unsupervised may result in immediate termination of use by any authorized POST staff member.
12. The facilitator must immediately report any damages or safety concerns to POST staff.

#### General Rules

1. POST reserves the right to cancel or amend any reservation at any time should special circumstances arise.
2. Use of POST facilities by external entities is limited to law enforcement agencies or POST approved college programs. This rule may be waived for specific events by the POST Deputy Division Administrator.
3. Smoking and tobacco use are strictly prohibited on campus, including outdoor spaces and all POST facilities, except in the specifically designated smoking areas. This includes chewing tobacco, electronic or vapor cigarettes, etc., even if containing no tobacco.
4. Alcoholic beverages may not be consumed or possessed on campus. This rule is waived for DUI training labs, or other training events as approved by the POST Deputy Division Administrator.
5. Users must not engage in any behavior that results in a disruption of the learning or training environment.
6. The State of Idaho, Idaho State Police and Idaho POST cannot be held liable for any loss of or damage to personal property as a result of fire, theft, loss, or other causes.
7. Firearms
  - a. Firearms may be carried in a lawful manner on campus by certified law enforcement professionals. Firearms must not be left unattended at any time, including in the dormitory.
  - b. Duty weapons outfitted with appropriate barrel plugs may be carried on campus by students. Carrying ammunition is prohibited. Ammunition must be stored in a secure manner in the student's vehicle while on campus.
  - c. Students are allowed to store non-duty weapons in a secure manner in their vehicles while at POST. Students are prohibited from carrying any weapons other than their agency approved duty weapon while on campus.
8. Animals are not allowed in POST facilities without prior approval from the POST Deputy Division Administrator. This rule is waived for law enforcement K-9s.
9. Any extra cleaning required beyond what is normally expected after an event may be charged to the organizer. Any damage to POST or ISP facilities or equipment caused by misuse may be charged to the person(s) responsible or their agency. Users must report any damages to POST personnel immediately.
10. No user may allow unauthorized persons access to the campus.
11. POST facilities and staff are available during normal business hours, Monday through Friday, from 8:00 a.m. to 5:00 p.m., excluding observed holidays. Any facility use (other than dormitory rooms or the driving track) outside of these hours requires approval from the POST Deputy Division Administrator and may be subject to additional user fees.
12. Users may not state or imply POST's endorsement or sponsorship of their activities without POST's consent.
13. Filming or photography of activities or facilities on campus for external use purposes requires prior approval from the POST Administrator or his designee. This does not apply to POST staff.
14. Open flames or other fire hazards, including non-approved electrical items are not allowed in facilities or the dormitory.
15. Event facilitators are responsible for ensuring participants are familiar with posted fire evacuation plans.
16. Acquisition, configuration, and use of audiovisual equipment other than what is permanently installed in any POST facility will be the responsibility of the organizer. Users may not alter, reconfigure, or in any way make permanent changes to audio visual equipment provided by POST.
17. Any single event that will bring more than 50 participants to campus must be approved in advance by the POST Deputy Division Administrator.
18. POST may impose additional or special restrictions on facility/equipment use as needed.