

ARTICLE X Rules for Use of the Fire House

Section 1: Permission

The Organization desiring to use the Firehouse will submit an application form ten (10) days in advance of the day wanted. **Submit to person listed on application.**

Section 2: Fees for use of Firehouse:

A **\$400.00** fee for all private use will be charged.

A cleaning deposit of **\$150.00** will be charged. After inspection, if organization leaves building clean the **fee will be refunded**. See Section 9 below.

Section 3: Responsibility

The **organization "contact" person** using the Firehouse is responsible for seeing that these rules are obeyed.

Section 4: Damage Liability

The using organization will be responsible for damage to the building, grounds, or furnishings by any person attending the event. The using organization agrees to pay the North Garden Fire Company for the cost of necessary repairs.

Section 5: Accident Liability

The North Garden Fire Company will not be liable for damage suits for accidents or falls within the building or on the grounds, or for burns resulting from spilled food or drink. By signing the application form, the using organization agrees to get proper insurance, or to assume the liability for these accidents while they are using the building.

Section 6: Building Restrictions

Permission may be granted to use the meeting (dining) room, kitchen, bathrooms, and parts of the blacktop parking area. No organization using the Firehouse will enter, or are allowed to enter the downstairs area where the fire trucks are parked. All events shall end by **10 pm** and the building is cleaned and secured by 11 PM, the day of the use.

Section 7: Building Security

The **organization's "contact" person** will be responsible for securing the building after use. This includes:

- a. Turn off wall mounted HVAC units with remote. Wall thermostat should be on 70 degrees
- b. Turn off all lights in kitchen, bathrooms, dining area, lobby, and outside
- c. Turn off kitchen stove and all electrical appliances
- d. Turn off all faucets in the kitchen and bathrooms
- e. Lock front door.
- f. Close all windows.

Section 8: Parking

The organization “contact” person is responsible for vehicle parking on the Firehouse grounds, so that there is no interference with the fire trucks leaving the building at any time. The restricted areas will be coned off by a member of the Fire Company before the event. No parking is allowed in coned areas at any time.

Parking is **NOT ALLOWED** in the following areas:

- a. Nowhere next to building (in front of bay doors or office door)
- b. On the grass in front of the building.

Parking **is allowed** in the following areas:

- a. On the blacktop **along** the rear of the Fire House. (Spaces that are **not** marked with Fire Department signs.
- b. Along the side of the Post Office

Section 9: Cleanliness

The organization “contact” person is responsible for maintaining the cleanliness of the building area used. This includes:

- a. **Self-generated trash and garbage must be removed from building and disposed of by organization using meeting room. Trash cans at Fire Station are only for Fire House use.**
- b. Leaving the used area of the building in a clean condition. **This includes kitchen (sink cleaned and free of dirty dishes; countertops wiped clean), meeting room (tables wiped off and clean; floors cleaned as needed), bathrooms (empty waste basket), and parking lot (free of debris). Cleaning deposit will not be refunded if Fire Company needs to clean up after your event.**

Section 10: Firehouse Usage

Community organizations, churches, and other non-profit organizations will be allowed to use the facilities upon application being submitted as in Paragraph 1 at no charge. **Section 8 also applies to these groups.**

Life and active members of the Fire Company may, upon application (as in Paragraph 1) be granted the use of the Firehouse facilities for personal, non-profit functions at no charge.

Section 11: Scheduling

Several organizations are already using the Firehouse on a regular basis. These organizations have priority for their regular meetings. **However, these organizations must reapply each year.** Other organizations must schedule meetings based on Fire House availability.

Section 12: Use of alcohol and tobacco products **which includes e-cigs**

The use of alcohol is **not permitted** on North Garden Volunteer Fire Company property. The use of all tobacco products may only be used **outside** the building, and **not** on front steps.

Please do not allow any of your guests or family to stand on any of the chairs to decorate. For everyone's safety as well as keeping chairs from breaking. A ladder is located in the kitchen next to refrigerator for your use.

No tape, pins, or nails can be used on any walls or ceilings. Setting decorations around such as in window sills and on tables is permitted

Thank you for your cooperation.