

Board of Fire Commissioners

Vischer Ferry Fire District

Station #1 Hall Rental Agreement

I _____, having read the hall rental agreement rules, for the Vischer Ferry Station #1, have agreed to rent the hall on _____, for the hours of _____, for the purpose of a _____. I agree to pay the rental fee of \$175.00 and a cleaning deposit of \$100.00. Fire Company members using the hall for their personal use are exempt from the fees.

I also understand and agree to the following:

- ◆ **Only the public areas (entrance and bathrooms), meeting room and outside patio** are to be used by the persons using the facility. Unless other arrangements have been provided for. (If so please note) **There are no bouncy bounces, tents or other outside items that require staking allowed.**
- ◆ I will be responsible for damages to fire district and fire company property.
- ◆ I will be responsible for clean up of the building and grounds as stated in the check list.
- ◆ I will not sublet or assign the facility to other persons or groups or will I allow other persons or groups to use the facility.
- ◆ I agree to follow the guidelines in the attached "checklist".
- ◆ I will not allow excessive noise or other disturbances while using the facility.
- ◆ The function will not exceed the room capacity of persons as posted by the Fire Marshall of the Town of Clifton Park.
- ◆ I agree to hold the Vischer Ferry Fire District harmless, for any actions or incidents that occur during my scheduled use of the hall.
- ◆ I will provide the necessary insurance coverage as requested by the Board of Fire Commissioners.
- ◆ Cleaning deposit to be returned upon satisfactory cleaning of the hall. This amount may be prorated depending on the level of work that may need to be performed by VFFD maintenance personnel.

Homeowners/Renters Insurance Company Name

Policy Number

Print Name

Phone Number

Signature

Date

Address

Fire Commissioner

Date

**Board of Fire Commissioners
Vischer Ferry Fire District**

Station #1 Meeting Room (Hall) Checklist

Hall

When renting the hall the following items are included:
Tables, chairs, stove, moveable bar, major kitchen utensils and coffee maker.
This does not include the use of consumable or disposal products which may be present.

The hall is non-smoking. Smoking is only permitted in outside areas.

Decorations

Hooks for hanging ceiling decorations have been placed at several locations. These hooks are the only places from which ceiling decorations may be hung. The hooks are not to be moved from their present locations. **Tacks, tape or other similar methods of hanging decorations will not be permitted on ceiling or walls.** All decorations are to be removed before leaving. Any questions about decorations should be addressed with the hall delegate.

Clean Up

- Hall:** Clean and return all tables and chairs to storage racks and room. Remove all decorations and dispose of all trash in dumpster. Sweep floor and damp mop if necessary. Turn off all lights and coffee maker (power and water) if used. Clean any other items used.
- Kitchen:** Wash, dry and put away any utensils used. Clean all counter tops, carts, trays, sinks, etc. Sweep and damp mop floor if necessary.
- Other areas:** Clean entrance way and bathrooms as necessary. Check parking lot and lawn, dispose of any trash.

Leaving

Secure building and turn off all lights. Leave key next to the coffee maker. Contact delegate with any problems or reports of damage. If you brought it in please take it with you (besides trash). If you used it please clean it and put it away.

Board of Fire Commissioners
Vischer Ferry Fire District
360A Riverview Rd.
Rexford, NY 12148

Building Rules

It is to be understood that the primary purpose of all buildings is for maintaining and operating a fire district and its related activities. The buildings may be available to other groups or individuals under the supervision of the Board of Fire Commissioners.

Station One Meeting Room (Hall)

The Board Chairman will appoint a delegate commissioner to be the contact for hall rental and for matters pertaining to the use of the hall.

It will be the duty of the Fire Company and Ladies Auxiliary to inform the delegate of all planned meetings, training sessions or other functions intended for the hall at the beginning of each year. Special events that arise must be reserved for at the earliest possible time.

The delegate will keep a calendar for scheduling of the hall. This will be posted in station one.

It is to be understood that special reservations will be on a first come basis; whether the fire company or ladies auxiliary or other groups that may regularly use the hall.

All groups or individuals that use the hall are expected to clean and secure the building after each use and will be responsible for any damage done.

Fire arms will not be permitted in the building except for by police officers, or by permission of the Board.

General public parking in spaces marked "Parking for Firefighters Only" is prohibited.

Only groups or individuals residing within the fire district will be allowed to use the hall. Those outside the fire district will require special approval of the board.

The rental fee for the hall will be set annually by the board.

No outside music or loud speakers unless approved prior to event.

Station One Training Room

The training rooms primary purpose is for the training classes administered by the Fire Company. These classes will take precedent over other functions. The training room will also be used as a meeting room for commissioner or company committees and sub-groups. Any use of the training room by outside groups will only be permitted when the hall is not available and there is no conflict with scheduled training classes or meetings. The Fire Chief is responsible for informing the Board of all intended uses for the training room prior to each quarter of the year.

Other Stations

The primary use of all other stations will be for the purpose of serving the Fire District and Fire Company in firematic functions. Upon approval of the Board the other buildings may be used by different groups for special functions.

The Board reserves the right to amend these rules as needed.