# Croghan Volunteer Fire Department

PO Box 405

Croghan, NY 13327



##### Rules Governing Fire Hall Use By Community Groups

* Smoking is prohibited
* Alcohol consumption is allowed, however, strictly monitored.
* Each group using the Fire Hall must fill out permission form.
* Activity shall be restricted to the area of the facilities for which permission has been granted.
* The office and front apparatus area are strictly off limits.
* Decorating Guidelines- Any decorations must be removed at the end of the event. Damaged walls need to be repaired by the group renting the hall. No scotch tape shall be used on the walls. No glitter is allowed.
* The people renting the fire hall are responsible for proper parking. Parking in front of the building will not be allowed,
* The driveways must always be open in case of an emergency.
* All activities shall not extend beyond approved hours
* All garbage and other refuse shall be the responsibility of the Community Group and will be removed from the premises.
* The facility used by the applicant will be examined carefully after use. The applicant will make good any loss or damage occurring during the indicated period of use.( see below)
* No property of the Fire Department will be removed or altered by the community group.
* Occupancy limits shall be restricted to a total of 100 individuals attending the function at any one time.
* All tables, countertops, and appliances used as well as floors must be left clean.
* **All tables and chairs must be returned to original setup unless previously agreed upon by the Fire Dept.**

A Non-refundable Utilities Fee is required.

 $50.00 for small gatherings using only the meeting room and bathrooms.

 $150.00 for larger gatherings using the kitchen, meeting room, and bathrooms.

 $75.00 for 4 additional hours

Additionally, the department will charge a cleaning fee of $50/hr if not left in order.

The Executive Board of the Fire Department has the authority at any time to modify the above regulations on a case by case basis.

FUNDRAISING ACTIVITIES: No Fundraising Activity will be held 30 days prior to any department fundraiser unless waived by executive board. All Advertising must state clearly what organization the benefit is for.

Drafted 5/03 revised 4/19