



# MEETING ROOM USAGE POLICY

## RULES AND REGULATIONS

- Fire Department, Ladies Auxiliary and Employees only
- **Limit 1 use per year per member**
- Application for hall usage must be submitted to the Board of Fire Commissioners at least one month in advance (or at least prior to their monthly meeting which is held on the first Tuesday and third Wednesday of each month.) Include date, alternate date, reason, time.
- Requesting person must supply the district with a copy of their homeowners policy listing the Yaphank Fire District as an additional insured for the day of the event. If they do not have a homeowner's policy, the requesting person must purchase a separate rider for the day of the event.
- Additionally, at least one attending person at the event must be TIPS certified (Training for Intervention Procedures) and remain at the event for the duration. The additional insured and TIPS certificates must be turned into the District Secretary within 5 business days of Board approval.
- The requesting party will be notified whether the application was approved or denied.
- A \$100.00 non-refundable usage fee (fee will be returned if event is cancelled by the Fire District) paid in full within 5 business days of being notified of approval.
- Room will be available for set up 2 hours in advance.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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

Cell Phone \_\_\_\_\_

Preferred date: \_\_\_\_\_

Alternate date: \_\_\_\_\_

Start Time (please include set up time needed): \_\_\_\_\_

End Time (please include clean up time needed): \_\_\_\_\_

Describe the event: \_\_\_\_\_

**DISTRICT APPROVAL YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_**

**PAID: Check # \_\_\_\_\_ Cash \_\_\_\_\_ DATE \_\_\_\_\_**

**TIPS Certification submitted \_\_\_\_\_ DATE \_\_\_\_\_**

**Homeowners Additional Insured Policy submitted \_\_\_\_\_ DATE \_\_\_\_\_**

# Yaphank Fire District Hall Usage Rules

- Member must be present for the duration of the event and is responsible for all guests.
- **ONLY** members in good standing and nonprofit organizations are eligible for room usage
- Party will end at specified time, no extensions allowed.
- Member will be responsible to repair/replace any District property damaged by the member or their guests.
- No smoking/vaping in the firehouse. Must be 50ft from the building.
- No Drinking outside in the parking lot. Under no circumstances will alcohol be served to minors. Intoxicated guests shall be given proper care to ensure their safety and escorted from fire district property.
- At least one attending person at the event must be TIPS certified (Training for Intervention Procedures) and remain at the event for the duration. TIPS certification to be submitted to District Secretary within 5 business days of Board approval.
- The only rooms available for usage are the main meeting room, adjacent bathrooms and kitchen. All other spaces including but not limited to the truck bays, radio room, basement recreation area, offices and ready room are **OFF LIMITS**. This is an active Fire Department, for the safety of the responding members and the guests, the Fire District grounds, and parking lots are **OFF LIMITS** for recreation.
- Any rooms not authorized by the original request are **OFF LIMITS**. The basement is the firefighter's recreation area and is **off limits**.
- Guests may park in the rear of the main parking lot **ONLY**. Under no circumstances should anyone park in the spaces behind the firehouse by the bay garage doors. These spots must remain open for responding firefighters and EMS personnel. Persons who do not comply with this rule will have their vehicle towed at their expense.
- All left over food must be removed from the firehouse immediately following party. Please be sure to clean out the refrigerator as well.
- Members are responsible for all paper goods, utensils, and cups. Cleaning supplies and garbage disposal will be available at the firehouse.
- All garbage must be placed inside the dumpster. **DO NOT** leave trash bags in the hallway. Floors in bathrooms, kitchen and hall must be mopped at the completion of the party. Please leave the chairs turned upside down on the tables. This will make cleaning the floors easier as well. When cleaning the kitchen, please make sure that all counter tops are wiped down and the stove. Empty any food or debris from sinks and wipe clean. Cleaning of all rooms, including the bathrooms, used during the party are the member's responsibility.
- No push pins, staples, thumb tacks, glue or nails will be allowed to hang decorations on the walls. Command Strips or Painters Tape are acceptable. **DO NOT** tape decorations to the pictures on the walls. There is to be **NOTHING** hung from the ceiling.
- The work completed sheet (attached) must be filled out in its entirety at the completion of the event and left in the cleaning closet (closest to the kitchen) for District review.
- **A Fire District employee will inspect the condition of the rooms used and report back to the District Manager/Board of Fire Commissioners any findings.**

I read and understand that any violation of the rules I will forfeit my ability to use the hall in the future. I may also be subject to Department/District discipline which may result in a suspension or termination as a member.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Main Meeting Room:**

Red Carpet vacuumed	yes___	no___
Chairs on red carpet in original positions	yes___	no___
Floors wiped and mopped clean	yes___	no___
All Painters Tape removed from walls	yes___	no___
Damage to pictures on walls	yes___	no___
Scratches or damage to floor	yes___	no___
Tables wiped clean	yes___	no___
Chairs turned upside down on tables	yes___	no___
Windows closed and locked	yes___	no___
Two exterior doors locked upon completion	yes___	no___
No trash left behind (i.e., cans, bottle, dishes, trash bags) (all trash in dumpster outside)	yes___	no___

**Kitchen:**

Food removed from refrigerator	yes___	no___
Counters and stove wiped down	yes___	no___
Sink drains cleaned, sinks wiped clean	yes___	no___
Trash removed	yes___	no___

**Bathrooms:**

Floors mopped clean	yes___	no___
Debris left behind	yes___	no___
Liquids left in bathroom (i.e., cans, coffee cups, bottles)	yes___	no___

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

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**FOR OFFICE USE ONLY:**

Inspection completed on \_\_\_\_\_  
(Date)

Inspected by: \_\_\_\_\_

Additional Comments: