



Yaphank Fire District Policy

Subject

Hall Usage

Authority

Board of Fire Commissioners

DP# 18-009

Initiated

Revised

11-4-25

Hall Usage Contract

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 _____

Hall Usage Rules and Regulations

- Use of the hall is limited to **Active or Life Members of the Department, Ladies Auxiliary members, and Employees**, or any individual approved for use by the **Board of Fire Commissioners**.
- **Limit of one (1) use per year per member.**
- An **application for hall usage** must be submitted to the **Board of Fire Commissioners at least one (1) month in advance**, or prior to their monthly meeting. The Board meets on the **first Tuesday of each month and the third Wednesday of even-numbered months**. The request must include the **event date, alternate date, reason for use, and time of the event**.
- The requesting party must provide the District with a **copy of their homeowner's insurance policy listing the Yaphank Fire District as an Additional Insured for the date of the event**. If the requesting party does not have a homeowner's policy, they must obtain **special event insurance or a rider for the date of the event**.
- In addition, **at least one person attending the event must be TIPS certified (Training for Intervention Procedures)** and must remain present for the duration of the event. Copies of the **Additional Insured documentation and TIPS certification** must be submitted to the **District Secretary within five (5) business days of Board approval**.
- The requesting party will be **notified whether the application has been approved or denied**.
- A **\$100.00 non-refundable usage fee** is required and must be **paid in full within five (5) business days of notification of approval**. The fee will be returned only if the event is **cancelled by the Fire District**.
- The room will be available for **setting up two (2) hours prior to the event**.
- Members must be **present for the duration of the event** and are responsible for the conduct of all guests.
- Events must **end at the specified time. No extensions will be permitted**.
- The member requesting the hall will be **responsible for repairing or replacing any Fire District property damaged** by themselves or their guests.
- **Smoking or vaping is prohibited inside the firehouse**. Smoking must take place **at least 50 feet from the building**.
- **No drinking is permitted outside in the parking lot**. Under no circumstances will alcohol be served to minors. Any guest who becomes intoxicated must be given proper care to ensure their safety and **escorted from Fire District property if necessary**.
- The **only areas available for use** are the **main meeting room, kitchen, and adjacent bathrooms**. All other areas, including but not limited to the **truck bays, radio room, basement recreation area, offices, and ready room**, are **STRICTLY OFF LIMITS**.
- Any rooms **not authorized in the original request** are **OFF LIMITS**. The **basement is the firefighters' recreation area and is not available for use**.
- This is an **active Fire Department facility**. For the safety of responding members and guests, the **Fire District grounds and parking areas are not to be used for recreation**.
- Guests must **park at the rear of the main parking lot only**. Under no circumstances may anyone park **behind the firehouse near the bay garage doors**. These spaces must remain open for responding firefighters and EMS personnel. **Vehicles parked in these areas may be towed at the owner's expense**.
- **All leftover food must be removed from the firehouse immediately following the event**. Please ensure the **refrigerator is completely emptied**.
- Members are responsible for **providing all paper goods, utensils, and cups**. Cleaning supplies and garbage disposal will be available at the firehouse.
- **All garbage must be placed in the dumpster**. Do **not** leave trash bags in hallways.

- At the completion of the event:
 - Floors in the **bathrooms, kitchen, and hall must be mopped**
 - **Chairs should be turned upside down on the tables**
 - **Kitchen countertops and stove must be wiped down**
 - **Sinks must be cleared of food and debris and cleaned**
 - All rooms used during the event, including **bathrooms**, must be cleaned.
 - **No push pins, staples, thumb tacks, glue, or nails** may be used to hang decorations. **Command Strips or Painter's Tape** are acceptable. Decorations **may not be taped to the pictures on the walls, and nothing may be hung from the ceiling.**
 - The **Work Completed Sheet** (attached) must be **fully completed at the end of the event** and left in the **cleaning closet near the kitchen** for District review.
 - A **Fire District employee will inspect the rooms used** and report the condition to the **District Manager and/or Board of Fire Commissioners.**
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Acknowledgment

I have read and understand the **Yaphank Fire District Hall Usage Rules**. I understand that **any violation of these rules may result in the forfeiture of my ability to use the hall in the future**. I also acknowledge that violations may result in **Department or District disciplinary action, which may include suspension or termination of membership or employment.**

Name: _____

Signature: _____

Date: _____

Event 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: _____

FOR OFFICE USE ONLY:

Inspection completed on _____
(Date)

Inspected by: _____

Additional Comments: