



# Yaphank Fire District Policy

Subject

**Pavilion Usage**

DP# 18-010

Initiated

Authority

**Board of Fire Commissioners**

Revised

11-4-25

## Pavilion 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 \_\_\_\_\_**

# Pavilion Usage Rules and Regulations

- Use of the Pavilion 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.**
- **All events must be concluded by 10:00 PM**
- An **application for pavilion 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 **\$250.00 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 pavilion will be available for **setting up two (2) hours prior to the event**.
- The requesting person **must be present for the duration of the event** and is responsible for the conduct of all guests.
- The event must **end at the specified time. No extensions will be permitted**.
- The requesting member 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 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 may be **escorted from Fire District property if necessary**.
- Pavilion rental includes **access to the ladies' room and kitchen inside the firehouse**. A **porta-potty will be provided for male guests**. Access is limited to the **pavilion, picnic area, kitchen, and ladies' room only**.
- All other areas, including but not limited to the **truck bays, radio room, basement recreation area, offices, and ready room**, are **STRICTLY OFF LIMITS**.
- Please remember that this is an **active fire department facility**. For the safety of responding firefighters, EMS personnel, and guests, **all Fire District parking lots and grounds are OFF LIMITS 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**.
- There is **no storage available for leftover food**. All food must be **removed from the property immediately following the event**.
- 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 inside the dumpster**.
- **No push pins, staples, thumb tacks, glue, or nails** may be used to hang decorations in the pavilion. **Command Strips or Painter's Tape** are acceptable. Nothing may be **hung from the ceiling**.

- The **pavilion, kitchen, ladies' room, picnic area, and surrounding parking areas must be cleaned after the event.** Everything must be left in good condition. Cleaning supplies are in the **hallway closet near the kitchen.**
  - The **Work Completed Sheet (attached)** must be **fully completed at the conclusion of the event** and left in the **cleaning closet next to the kitchen** for District review.
  - A **Fire District employee will inspect the condition of the areas used** and report any findings to the **District Manager and/or Board of Fire Commissioners.**
- 

## Acknowledgment

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

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

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

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

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

**Pavilion:**

Tables in original positions	yes___	no___
Floors swept	yes___	no___
All Painters Tape removed	yes___	no___
Parking lot and grounds left clean	yes___	no___
Tables wiped clean	yes___	no___
No trash left behind (i.e., cans, bottle, dishes, trash bags) (all trash & food 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: