



# ARTICLE X Rules for Use of the Fire House

- Section 1: Permission  
The organization or individual desiring to use the Firehouse will submit an application form ten (10) days in advance of the day wanted. Submit to person listed on application.
- Section 2: Fees for use of Firehouse:  
A \$400.00 fee for all private use will be charged.
- Section 3: Responsibility  
The organization's contact person or individual using the Firehouse is responsible for seeing that these rules are obeyed.
- Section 4: Damage Liability  
The using organization's contact person or individual will be responsible for damage to the building, grounds, or furnishings by any person attending the event. The using organization's "contact" person or individual that signs application agrees to pay the North Garden Fire Company for the cost of necessary repairs.
- Section 5: Accident Liability  
The North Garden Fire Company will not be liable for damage suits for accidents or falls within the building or on the grounds, or for burns resulting from spilled food or drink. By signing the application form, the using organization or individual agrees to obtain proper insurance, or to assume the liability for these accidents while they are using the building.
- Section 6: Building Restrictions  
Permission may be granted to use the meeting (dining) room, kitchen, bathrooms, and parts of the blacktop parking area. No organization or individual using the Firehouse will enter, or are allowed to enter the downstairs area where the fire trucks are parked. All events shall end by 10 pm and the building is cleaned and secured by 11 pm, the day of the use.
- Section 7: Building Security  
The organization's contact person or individual will be responsible for securing the building after use. This includes:
- a. Turn down the heating thermostat to 55 degrees
  - b. Turn off all lights in kitchen, bathrooms, dining area, lobby, and outside
  - c. Turn off kitchen stove and all electrical appliances
  - d. Put out all candles
  - e. Turn off all faucets in the kitchen and bathrooms
  - f. Lock front door.
  - g. Close all windows.
- Section 8: Parking  
The organization's contact person or individual is responsible for vehicle parking on the Firehouse grounds, so that there is no interference with the fire trucks leaving the building at any time. The restricted areas will be coned off by a member of the Fire Company before the event. No parking is allowed in coned areas at any time.
- Parking is **NOT ALLOWED** in the following areas:
- a. Nowhere next to building (in front of bay doors or office door)
  - b. On the grass in front of the building.
  - c. Along the side of the Post Office adjacent to Fire House bay doors.
- Parking is allowed** in the following areas:
- a. On the blacktop adjacent to last bay door of the Fire House in front of fence.
  - b. Along the west side of the Post Office (in front of fuel tank)

- Section 9: Cleanliness  
The organization's contact person or individual is responsible for maintaining the cleanliness of the building area used. This includes:
- a. Self-generated trash and garbage removed from building and disposed in trash cans located next to Office door on lower side of the Firehouse building.
  - b. Leaving the used area of the building in a clean condition. This includes kitchen (sink cleaned and free of dirty dishes; countertops wiped clean), meeting room (tables wiped off and clean; floors cleaned as needed), bathrooms (empty waste basket), and parking lot (free of debris). *An additional fee will be charged if Fire Company has to get a Cleaning Service to clean after your event.*
- Section 10: Firehouse Usage  
Community organizations, churches, and other non-profit organizations will be allowed to use the facilities upon application being submitted as in Paragraph 1 at no charge. *All Sections of Article X also apply to these groups.*
- Life and active members of the Fire Company may, upon application (as in Paragraph 1) be granted the use of the Firehouse facilities for personal, non-profit functions at no charge.
- Section 11: Scheduling  
Several organizations are already using the Firehouse on a regular basis. These organizations have priority for their regular meetings. However, these organizations must reapply each year. Other organizations must schedule meetings based on Fire House availability.
- Section 12: Use of alcohol and tobacco products including e-cigs:  
The use of alcohol is **not permitted** anywhere on North Garden Volunteer Fire Company property. The use of all tobacco products may **only** be used **outside** the building, away from doors.

**Please do not allow any of your guests or family members to stand on any of the meeting room chairs for any reason. For everyone's safety as well as keeping chairs from breaking.**

**A ladder is located in the kitchen next to refrigerator for your use.**

**Please do not tape anything to ceiling.**

**Please do not allow anyone to climb on fence in front of building.**

**Thank you for your cooperation.**