

Pulteney Fire District #2 Use of Premises Application, Agreement & Release

Pulteney Fire District #2 operates a rental program in which the District's/Departments' facilities and grounds can be rented. Below you will find the facilities'/grounds' rental cost broken down into different categories. You will also find policies that need to be observed when renting the building.

Rental pricing is based on three different categories. The first category is the Citizen category; this category includes any citizen that does not meet the requirements of the following two categories. The second category is District Members; these are members of the Pulteney Fire District #2 who are a member within the fire department, auxiliary, and or ambulance corp. The third category is District Members Family. These are the immediate family members (mother, father, brother, sister, son and/or daughter) of a District Member. Church held events and funeral dinners are exempt from deposit and rental fees.

Citizen:

Deposit	\$100.00
Main Building - Large Room	\$150.00
Main Building - Large Room & Kitchen	\$300.00
Pavilion/Grounds &/or Tables & Chairs	\$100.00

District Members:

Deposit	\$100.00 *deposit only on the main building*
Either Facility, Grounds or Tables & Chairs	\$ 75.00

District Members Family:

Deposit	\$100.00 *deposit only on the main building*
Main Building - Large Room & Kitchen	\$200.00
Pavilion, Grounds, or Tables & Chairs	\$100.00

The facilities will only be rented to one person at a time. There is no exception to this rule.

It is understood that the use of the facility for a wedding reception will begin at noon the day before the wedding for decorating and food preparation and the use of the facility will terminate on noon of the following day.

The policies included below and on the lessee signed contract shall be observed.

Decorating:

- Nothing should be attached to the walls with pins, tacks, or tape. Only removable adhesive stickers that do not remove paint with them. All items the Lessee attached must be removed from the walls and ceilings.

Cleaning Specifications:

- Floors shall be swept and mopped (this includes all rooms in which you had access to)
- All wastepaper baskets and garbage cans must be emptied and put into the dumpster
- New liners shall be applied to all wastepaper baskets and garbage cans
- Bathroom sinks and toilets to be flushed and cleaned
- Kitchen sinks, counters and refrigerator are to be cleaned
- Windows must be cleaned if they have been dirtied by decorations
- Tables are to be washed & chairs are to be wiped off (incl. seat backs, sides, and bottoms if need be)
- Furniture is to be put back in the position it was found
- Any utensils, appliances, and or facility equipment, etc... That were used must be cleaned and put back where it was found.
- Lights are to be turned off; thermostat is to be set to unoccupied upon departure of building
- Windows and Doors are to be closed and locked when building is not occupied
- Key fobs are to be returned to the rental representative or left in the drop box if one is available

****Please Note**** If any of the above policies are not followed and/or property damage occurs, the lessee deposit will not be returned. Also note that the buildings and grounds are under camera surveillance for your safety. All entrances to the building are locked at all times unless otherwise requested on the lessee signed contract. The lessee is responsible for the building anytime the doors are left unlocked due to their request.

If problems arise or hazardous conditions occur during rental please contact one of the rental representatives below. Please attempt to contact in the order they are listed. All rental inquiries and non-emergent requests should be directed to Wendy Hill.

1) Wendy Hill 542-9425

2) Don Ballam 522-4408

Sincerely,

Wendy Hill – Building Rental Manager

Pulteney Fire District #2

Use of Premises Application, Agreement & Release

Date: _____

Applicant Name: *(print)* _____

Organization Name: *(if applicable)* _____

Mailing Address: _____

Telephone: *(day & night)* _____

Date & Time Requested:

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Door Access: *(Time requested for main door to be unlocked on day of event)* Start Time: _____ End Time: _____

Facilities Requested For Use: *(Check boxes that apply)*

Large Room Kitchen

Pavilion & Grounds Other *(specify):* _____

Is the applicant a member of the Fire Department, Ambulance Corp, or Auxiliary? YES or NO

Is the applicant a mother, father, brother, sister, son or daughter of any of the above members?
YES or NO

Is this a funeral dinner?
YES or NO

Is this organization a Church?
YES or NO

Description of event being held: _____

of Participants expected _____ **Deposit Required \$** _____ **Rental Fee \$** _____

The deposit shall be returned to the lessee only if the attached cleaning specifications are met and the District Representative agrees the building is okay. If problems arise or hazardous conditions occur during rental please contact one of the Pulteney Fire District #2 representatives from the attached page.

The Lessee agrees to limit alcoholic use to adults over the age of 21 years and to be responsible for any and all liabilities arising from the use of alcoholic beverages on premises.

If the Lessee is an organization which has its own insurance, then an Insurance Certificate naming the Town of Pulteney and Pulteney Fire District #2, their officers and employees as additional insured on a primary basis, must be provided five (5) days prior to the use of the premises. The certificate must name the event or activity and the dates involved.

The undersigned is legally of age (21) to make contracts, and has read this form and requirements for use and agrees to comply with them. The undersigned agrees to be responsible to the Pulteney Fire District #2 for the use and care of the premises. The undersigned on behalf of:

Lessee and/or Organization Name *(print)*

does hereby covenant and agree to defend, indemnify, and hold harmless the Pulteney Fire District #2 and the Town of Pulteney from any and all liability, loss damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Pulteney Fire District #2 property, facilities, and/or services. The undersigned also agrees that any violations of this agreement will be grounds for immediate expulsion from the Fire District Property, without return of fee or deposit.

Lessee/Organization Representative Signature	Date

Official Use Only	Received by:	Date	
-------------------	--------------	------	--