

Pulteney Fire District
Use of Premises Application, Agreement & Release

Pulteney Fire District operates a rental program in which the District's/Departments' facilities and grounds can be rented. Rental fees for the facility/grounds are broken into several different categories below. Also listed are requirements that must be adhered to 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 who are an active member of the Fire Department, Auxiliary, or the Ambulance Corp. The third category is District Member's Family: these are the immediate family members (mother, father, brother, sister, son and/or daughter) of a District Member. Fire Department, Auxiliary & Funeral events will not be charged deposit or rental fees. Church, Library, and other functions approved by the Board of Fire Commissioners will be charged a deposit fee, but no rental fee.

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*
Main Building	\$ 75.00
Pavilion/Grounds &/or Tables & Chairs	\$ 50.00

District Members Family:

Deposit	\$100.00 *deposit only on the main building*
Main Building - Large Room & Kitchen	\$200.00
Pavilion, Grounds, or Tables & Chairs	\$ 75.00

The facilities will only be rented to one person/group 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 12:00 pm, the day before the event, for decorating and food preparation and the use of the facility will terminate at 12:00 pm, the day following the event.

The requirements listed below and on the Renter-signed contract **must** be followed in order to secure the return of the Renter's deposit.

Decorating:

- Nothing is to be attached to the walls with pins, tacks, or tape. Only removable adhesive stickers that do not remove paint may be used. All items attached by the Renter(s) must be removed from the walls and ceilings.

Cleaning Specifications:

- Floors shall be swept and mopped (this includes all rooms to which you had access)
- All wastepaper baskets and garbage cans must be emptied and put into the dumpster
- New liners shall be placed in all wastepaper baskets and garbage cans
- Bathroom sinks and toilets to be flushed and cleaned
- Kitchen sinks, counters stove 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 needed)
- Furniture is to be returned to its original position
- Any utensils, appliances, and facility equipment, used by the renter must be cleaned and put away

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- Lights are to be turned off and the thermostat is to be set to “unoccupied” prior to departing the 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

****Please Note**** If any of the above requirements are not followed or property damage occurs, the renter’s 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 the rental period 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 Christie Zimmerman.

1) Christie Zimmerman – Building Rental Manager: 607-377-0618

2) Don Ballam - Chairman of Board of Fire Commissioners: 607-435-4086

**Pulteney Fire District
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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 renter after adherence to attached cleaning requirements and a review to insure no damage has been done to the facility is verified by the District Representative. If problems arise or hazardous conditions occur during the rental period, please contact one of the Pulteney Fire District representatives previously listed in this document.

The Renter agrees to limit alcoholic beverage 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 Renter is an organization that has its own insurance, then an Insurance Certificate, naming the Town of Pulteney, the Pulteney Fire District, their officers and employees as being additionally 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 of legal age (21) to make contracts and has read this form and the list of requirements for use and agrees to comply with them. The undersigned agrees to be responsible to the Pulteney Fire District 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 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 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 fees or deposits.

Lessee/Organization Representative Signature

Date

Official Use Only	Received by:		Date	
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