

DEEP GAP VOLUNTEER FIRE DEPARTMENT COMMUNITY CENTER USE POLICY AND AGREEMENT

POLICY

1. The building may be rented for a one-time special event, but not on a regular basis. The building will not be rented on the holidays of Thanksgiving, Christmas Eve, Christmas, New Year's Eve, and New Year's Day. Approved for civic or community groups, family reunions, wedding receptions, anniversary receptions, showers (baby, bridal, household), individual parties, birthday parties. No bachelor or bachelorette parties, no overnight sleepovers, no union organizations, no fraternity organizations. All uses are subject to review and approval.
2. Cost: \$50.00 per use **PAID IN ADVANCE** for any group or individual inside of the Deep Gap Fire District.
 \$100.00 per use **PAID IN ADVANCE** for any group or individual outside of the Deep Gap Fire District.
 \$250.00 per use **PAID IN ADVANCE** refundable deposit for damages.
3. All parties renting the building will receive a copy of this Policy.
4. The responsible party renting the building will be liable for any damage done to the building above normal wear and tear. If the damage deposit is not sufficient to cover the costs of damages, the responsible party shall pay any all expenses immediately and without demand. By signing below, the responsible party agrees.
5. There will be no scheduling more than one year in advance.
6. No parking is permitted in front of the building or blocking any access to the fire truck bays. Vehicles parked in violation of this policy will be towed at the owner's expense and responsible party will forfeit the deposit.
7. Deep Gap Volunteer Fire Department is not responsible for any personal injuries sustained while on the premises.
8. No smoking is allowed in the building. Violation of this policy shall result in the forfeiture of the deposit.
9. There shall be no alcohol or drugs permitted on the premises. Violation of this policy shall result in the forfeiture of the deposit.
10. No one is permitted in the downstairs area unless accompanied by a member of the Fire Department.
11. In an emergency, Deep Gap Volunteer Fire Department reserves the right to use the facility during the event and cancel a reservation without prior notice.
12. Deep Gap Volunteer Fire Department reserves the right to change this policy without prior notice.

DURING USE

1. If furniture is moved, it must be lifted, not dragged. Before leaving, furniture needs to be put back in original position.
2. No property owned by the Fire Department will be removed from the premises.

BEFORE DEPARTURE

1. All decorations must be removed, including straight pins and tape.
2. The building is to be left clean: utensils washed and put away; counters, stoves, sinks and tables cleaned after each use; tea servers and coffee pots unplugged, washed and stored in proper places; trash emptied and carried off (trash bags available); floor swept and mopped; bathrooms cleaned and nothing put in toilets except toilet tissue; windows closed; heat turned down; air conditioning turned off; lights turned off, and doors locked. Everyone is to be gone by 10:30 p.m. Failure to comply with this rule shall result in the forfeiture of the deposit.
3. No food should be left in the refrigerator or freezer.
4. The key to the building will need to be left in the key box. Failure to leave the key shall result in the forfeiture of the deposit.

I HAVE READ THE ABOVE POLICY AND RULES CAREFULLY AND I AGREE TO BE RESPONSIBLE FOR COMPLIANCE WITH THE POLICY AND ALL DAMAGES ASSOCIATED WITH MY USAGE, SHOULD THEY OCCUR.

Responsible Party Signature: _____ Date: _____

Responsible Party Name: _____ Phone Number: _____

Rental Purpose: _____ Rental Date: _____ Amount Received: _____

Mailing Address (for deposit return): _____

DGVFD Representative Signature: _____ Deposit Amount Returned: _____