

ANCRAM FIRE DISTRICT

Chairman, Terry Boyles
Secretary, Thomas Dias
Treasurer, Dennis Sigler

Commissioner, William Hunt
Commissioner, John Ingram
Commissioner, Thomas Miller
Commissioner, William Lutz

Building Use Request Form

Organization Name or Members Name: _____

Who are you holding this event for: _____

Event to be Held: _____

Date of Event: _____

Contact Person _____

Contact Person Telephone No. _____

What room or rooms will you be needing? _____

Will there be Alcohol Served: Y or N

If Yes, A certificate of Insurance form has to be presented to the Ancram Fire Districts Building Coordinator 10 days prior to the event. If the Certificate of Insurance is not presented the event will not be able to be held.

Rules and Regulations of Firehouse Use:

You must be a member of the organization or obtain permission from the Board of Fire Commissioners to use the facility.

The event you are scheduling for must be for an immediate family member. i.e. Children, Parents, Grandparents, Sisters, Brothers, Aunts or Uncles or in-laws.

The Ancram Fire District has the right to refuse any event.

We, the Ancram Fire Co and the Ancram Fire District cannot guarantee that we will not have a call at the time of your event. If we should have a call, we ask that everyone stay in the facility and out of the way so that members may respond to the firehouse and to the fire scene in a safe, efficient manner

Firetrucks will not be left in the small truck bay of the Firehouse unless the event is contained to the meeting room.

For any event, the person who has signed the request form, will be present during set up and the event.

The Building Use Coordinator will handle all scheduling of events to prevent a conflict with other events or any firematic uses of the building.

If there is any cleaning done prior to the event to the facility, the member scheduling the event will be asked to participate.

You will not use tape on the meeting room walls or ceiling.

All garbage will be disposed of after use of the facility. Please remove tacks and tape on surfaces, walls, poles etc. Any Helium tanks or any decorations shall not be left at the firehouse.

There will be absolutely NO PARKING in front of any firetrucks or the doors where they are housed. You will be asked to remove vehicles if they are not removed promptly, they will be towed at owner's expense.

Please be aware of our location, in the center of our town, be mindful of the volume of your event and the content of language outside of the building.

The Large Truck Room and the basement is off limits during events. Guests must be accompanied by a member of the organization to be in the truck room. No access to the basement is allowed to guests unless you have obtained previous permission from the Board of Fire Commissioners.

At the end of the event, everything should be put back into its normal places and trucks should be returned to their locations by qualified drivers.

Please make sure that all small appliances are unplugged, That the stove is shut off upon leaving, NO food is left in oven. Any food left in the refrigerator will be discarded after 24 hours after event.

Please be mindful of our cigarette butt containers when smoking.

The Firehouse will be left in a presentable manner inside and out.

Certificate of Insurance Attached (if Necessary): Y or N.

Building Use Coordinator: _____

Member requesting signature: _____

Date _____