

PATCHOGUE FIRE DEPARTMENT
ROOM USE AGREEMENT &
RULES AND REGULATIONS FOR ROOM USE

I _____ A member in good standing of the Patchogue Fire Department, Do hereby request the use of the following:

Date of request _____ Room Location _____

Type of event _____

Time From: _____ To: _____ Number # of People _____ Alcohol use requested? YES / NO

There will be an inspection of equipment and facilities at the completion of the day to make sure everything is in the same order and in accordance with the rules and regulations.

1. There will be a non-refundable fee of \$200.00 charged for the use of either the Big room or recreation room at Headquarters.
2. There is a fee of \$150.00 with a return of \$50.00 for the use of the VanGuard recreation room. This room will be the complete responsibility of the member using the room. No set-up individual is assigned to this room.
3. Member requesting the room **MUST BE PRESENT** the entire time of the function.
4. There is a four hour limit from start to finish of the function.
5. Illegal gambling is not permitted.
6. No one under the age of 21 will consume alcoholic beverages.
7. There will be no selling of any alcohol beverages on premises. Alcoholic beverages will only be permitted until 12am (midnight) No alcohol will be served and/or consumed after this time. There will be **NO EXCEPTIONS** to this rule.
8. Any music played inside the building will not require a permit, but district rules state all music must be played moderately and tastefully with no music played after 11:00pm.
9. The member renting the Big Room must see the district custodian no later than the Thursday prior to their function date as to how they would like the room to be set up. If the member does not contact the district custodian, the room will be set up as follows:
 - 2 serving tables set up at one end of room
 - 3 round tables at each side of room
 - 10 chairs at each table for a total of 60 chairs.
 - Partition at the far end of room will be closed so that you will only have the use of three quarters of the available floor space.
10. A broom and dust pan will be provided as well as a mop and bucket for all liquid spills.
11. Member renting the room is responsible for taking down all decorations and sweeping the Big Room and kitchen floors.
12. All garbage bags, which will be provided by the district, must be taken down to the garbage bins located outside the firehouse.
13. All ice coolers must be emptied outside the firehouse.
14. The PFD member who signs for the room is responsible for the room and all guests.

15. In the event the Patchogue fire department or the Patchogue fire district needs any room for a funeral or any department or district emergency or function, the member requesting room will forfeit the date and this agreement will be null and void.
16. All checks will be made payable to the Patchogue Fire District.
17. All requests for the use of the Big Room or recreations rooms in both fire houses shall be submitted to the Executive Board for approval and forwarded to the board of Fire Commissioners for approval. Applications must be submitted to the house Chief prior to each month's Executive board meeting. Any application submitted after the board meeting but prior to the District meeting will not be accepted until the Executive board meeting the following month. Applications without payment will not be accepted. Applications must be filled out **COMPLETELY... NO EXCEPTIONS!!**
18. It is expressly understood and agreed that I indemnify, protect, defend and hold the Patchogue fire department, the Patchogue fire District, It's officials and employees, harmless from any and all claims, suits, liabilities, causes of action, damages, judgments, fines, penalties and expenses attributable to personal injury or property damage, incurred on, relating to or arising out of the Patchogue Fire department Big room or recreation rooms at both firehouses, it's facilities, equipment or parking lot(s) by myself, my family, guests, agents, licensees, invitees or contractors.
19. No member shall use any equipment such as the audio visual equipment or steam tables during their affair.

I have read all rules and regulations for the use of the Big room and recreation rooms and hereby will be responsible for any actions thereof. Failure to comply with the above rules and regulations and any Patchogue fire department or Patchogue fire district by-laws, rules or policies set by such entities may result in action being taken by the Patchogue fire district and/or the Patchogue fire department.

Date _____

Print Name: _____ Signature _____

Contact Address _____ City _____ State _____ Zip _____

Phone # _____ Cell Phone # _____

Approved by Executive Board.....YES/NO Date of approval _____

Fee waived? Yes/NO Reason _____

Approved by District.....YES/NO Date of approval _____

Alcohol Approved YES/NO From: _____ To: _____