



Glenham Fire District

76 Old Glenham Road, PO Box 191, Glenham, NY 12527

PROPERTY USE AND RENTAL RULES & REQUIREMENTS

1. Request for use of District property (Meeting Room, Pavilion, Kitchen & facilities) will be handled on a first come, first serve basis, with any District, Department or Company function taking preference.
2. The use of the District property may be requested by residents of the Glenham Fire District in writing to the Secretary of the Board of Fire Commissioners.
3. The resident receiving permission to use the District property assumes full responsibility for any damages, repairs required and / or losses of property as a result of the event. **The resident requesting the rental is also required to be present at the event the entire time.** No loud music or noise will be allowed after 10:00 PM. All events in the pavilion, other than Company functions, are to be completed by 10 PM.
4. Decorations:
 - a. Meeting Room - Decorations are not to be hung from the ceiling or walls (no tape, tacks, staples, nails or anything else that may leave marks or cause damage)
 - b. Pavilion - Decorations are not to be taped, tacked, stapled, nailed or otherwise mechanically attached to any part of the pavilion.
 - c. All decorations are to be removed immediately after the event.
5. All supplies such as linen for the tables, garbage bags, paper plates, cups, forks, napkins, etc. must be furnished by the resident requesting the facilities. The kitchen may be used as part of the rental for no additional fee.
6. **CLEANING:**
 - a. Meeting Room
 - i. Any/all décor shall be removed
 - ii. Tables are to be washed before returning to storage closet
 - iii. Chairs need to be checked for dirt/debris and cleaned as necessary before being racked and returned to storage closet
 - iv. Floor shall be swept and mopped
 - v. Garbage shall be removed to the dumpster behind firehouse
 - b. Pavilion
 - i. Any/all décor shall be removed
 - ii. Tables shall be wiped down / brushed off
 - iii. Floor shall be swept
 - iv. Garbage shall be removed to the dumpster behind the firehouse
 - c. Bathrooms
 - i. Countertops and sinks shall be wiped down using cleaning products provided
 - ii. Toilets shall be flushed and left in an operating condition
 1. Contact a Director if there is an issue

- iii. Floors shall be swept and mopped
 - d. Hallways
 - i. Shall be swept and mopped
 - e. Kitchen
 - i. Countertops will be cleaned with soap and water / sanitizing products provided
 - ii. Pots, pans and utensils will be washed, dried and put away appropriately
 - iii. Stove and ovens will be turned off and left in a clean condition
 - iv. Floor will be swept and mopped
 - v. Garbage shall be removed to the dumpster behind the firehouse
 - f. Parking Lot
 - i. Canvass the parking lot and yard for debris, including cigarette butts.
- 7. Exit doors **must not be blocked** in any manner. Per New York State Fire Code, there can be a maximum of 125 persons using chairs only and 86 if using tables in the meeting room. **No Smoking** is permitted in the firehouse at any time nor anywhere within **50 feet** of the building itself.
- 8. All persons attending the event must park to the rear of the Firehouse or in the Upper Parking Lot (on Old Glenham Road, past the white church and house). They may not park in areas marked "GFD ONLY," in the roadway (or grass area) between the firehouse and church, or on the truck ramps in front or directly behind the Firehouse Bay Doors. Persons attending the event who are not Members of the Fire Company shall be advised not to enter the Members Recreation Room or the Apparatus Bay.
- 9. Rental Fees: These Fee's cover the use of the Meeting Hall, Pavilion, Kitchen and Bathroom's
 - a. \$100.00 Rental Fee for Meeting Room / \$250.00 for Pavilion. This is the payment for the use of the facility and is due at least one week prior to the event. This fee does not apply to Active Members.
 - b. \$200.00 Security Deposit. This deposit secures the rental date and our company interests. This deposit is due at least one week prior to the event. After the event, the space(s) used will be inspected by members of the Board of Directors and if the condition is satisfactory, they can approve that the \$200.00 be returned. If conditions warrant, they can also move to keep the deposit or return only a portion of it depending on what needs to be done. You would be informed of those decisions.
 - c. Additional Set Up Time:
 - i. No additional charge is required if you wish to set up the night before if the room is available
 - ii. If you wish to set up the complete day before there would be an additional fee of \$100.00 (Meeting Room) / \$250.00 (Pavilion) also due on week prior to the event.
- 10. Approval for the use of District property is not final until approved by the Board of Fire Commissioners and signed by the Secretary at a regular District Meeting. Once your request has been approved, you will be contacted by the Secretary who will relay the final approval or disapproval of the board.
- 11. Only approved cleaning solutions provided by the Glenham Fire District may be used to clean the rental property after an event.



Glenham Fire District

76 Old Glenham Road, PO Box 191, Glenham, NY 12527

Any violation of these rules could result in revocation of your privileges to use these facilities in the future.

I have read and understand the Rules as set forth by the Glenham Fire District Board of Fire Commissioners.

MEMBER NAME (PRINT)

SIGN

DATE

CURRENT COMMISSIONERS:

Mark Matthews, Jr.	Chairman	845.826.0166
John Steele	Commissioner	845.797.1428
Debbie DiRubbio	Commissioner	845.453.3312
Ron Davis	Commissioner	914.772.6489
Tim Matthews	Commissioner	845.392.7007
Vicky Steele	Secretary	845.597.9389
Mark Matthews, Sr.	Treasurer	845.494.9434