

Fleetwood Fire Dept. Community Room Rental Information/Policies

Licensee/Contract:

Anyone contracting with the Fleetwood Fire Department to use The Community Room is designated as a Licensee. Each Licensee must sign a contract with the Fleetwood Fire Department before using the facility. Reservations for single events are made on a first-come, first-served basis. The Community Room may be reserved 30 days in advance. Meetings to be held on a continuing basis will be limited, and are subject to Fleetwood Fire Department approval. Misuse of or damage to property is grounds for termination of contract.

Availability and Hours:

The Community Room is available for use by special arrangement with the Fleetwood Fire Department. The Fleetwood Fire Department may refuse a booking application if, in its opinion, the event is inappropriate with the Fleetwood Fire Department's mission and reputation.

The Community Room may be rented for no more than 5 hours per rental, and may be occupied by a maximum of 38 people at one time.

Setup/Takedown:

Equipment setup and take-down is the responsibility of the Licensee. Gaffer's Tape is to be used if floor needs to be taped for any reason. No duct tape may be used on the floor. Nothing (tape, tacks, etc.) may be attached to the walls.

Clean-Up:

Each Licensee is responsible for leaving the rented space clean and free of trash (see cleanup checklist). All Licensee's property and equipment must be removed from The Community Room at the conclusion of the event. The Fleetwood Fire Department is not responsible for any lost, damaged, or stolen Licensee's or Caterer's equipment or equipment rented for use by the Licensee or Caterer, or for any personal property of the Licensee or its guests.

Rental Fee:

Community Room Rental Fee - \$150 (for up to 5 hours maximum)

A \$100 deposit is required to reserve your requested date.

The remainder is due 1 week prior to event.

A refundable security deposit may be charged for some events at the Fleetwood Fire Department's discretion.

Cancellation/Refund:

50% deposit will be refunded if event is canceled and the Fleetwood Fire Department is notified at least 1 week prior. If reservation is not canceled, full rental fee will be charged.

Food/Beverages:

Licensee is responsible for securing the services of a caterer if such service is needed for the event. NO alcohol or illegal substances are allowed on the premises.

Equipment & Art:

No Fleetwood Fire Department equipment, furniture, or tables may be taken from The Community Room. No art may be moved or taken from The Community Room.

Bathrooms:

The Community Room contains 2 single-occupancy, handicap-accessible bathrooms. Both bathrooms have baby-changing stations. The Licensee is entitled to use the bathrooms in the Community Room during the rental period. No other bathrooms on the premises may be used by Licensee.

Kitchen:

The Community Room contains a kitchen featuring a full refrigerator/freezer, ice machine, 4 burner gas stove and oven, microwave, sink, and cabinet space. Licensee may use the kitchen and its contents during the rental period. No kitchen utensils may be removed from the premises. Licensee is responsible for cleaning the kitchen area after use.

Smoking:

Smoking is not permitted anywhere in the building. It is the Licensee's responsibility to inform their guests of this regulation as necessary. Also, no candles or open flames of any kind are allowed, except small birthday candles.

Liability:

The Licensee agrees to assume all responsibility for any injury to persons attending the event or loss of their property and agrees to assume responsibility for damage or theft to The Community Room and its contents caused by anyone attending or present on the premises as a result of the event subject to the contract.

Parking:

Free parking is available on-site. Park only in the designated lined spaces. No activities are permitted in the parking lot.